

H/CA PROVISIONS OF EMPLOYMENT

Office of Housing, Residential Living and Dining (OHRLD), IUP

I. COMPENSATION

- A. The Head/Community Assistant (H/CA) will receive a waiver of room and board and an established stipend.

CA compensation Breakdown

Housing (single room @\$4475/sem)	\$8,950.00
Meals* (two semesters @\$1648/sem)	\$3,296.00
*based on F 14 meals/wk+300 flex	
Stipend per year	\$ 450.00
Total	\$12,696.00

HCA compensation Breakdown

Housing (single room @\$4475/sem)	\$8,950.00
Meals*(two semesters @\$1648/sem)	\$3,296.00
*Based on F 14 meals/wk+300 flex	
Stipend per year	\$ 650.00
Total	\$12,896.00

This remuneration may be altered if budgetary requirements of the University demand a change, if the University or the H/CA terminates employment, or if the H/CA fails to fulfill the responsibilities specified in the H/CA job description and/or these provisions of employment. (Note: The figures listed above are estimated. The exact amount will be posted as a waiver on your semester bill.)

Although your job is not contingent upon receiving an award, ALL H/CAs are expected to apply for Federal work-study. You must go to www.fafsa.gov to complete and submit your application. OHRLD will check the status of your application at the start of the 2016-17 academic year.

Note regarding Financial Aid: Students who are completing a Free Application for Federal Student Aid (FAFSA) must include the value of the room and board waiver as student untaxed income on the FAFSA. For example, the value of the room and board earned in the previous calendar year must be included as student untaxed income when completing this year's **FAFSA Form**.

Note to International Students: A scholarship/fellowship payment made to a nonresident alien individual is subject to a reduced 14% withholding tax rate, provided that the person is in the U.S. on a F, J, M, or Q visa and is a candidate for a degree. (IRC code 1441(b)) Note that the 14% tax rate only applies to the taxable portion of the scholarship/fellowship award (room, board, travel, etc.), because the tuition/fees portion is exempt from tax under section 117; therefore, no withholding is required on this portion of the award. Please call the Bursar's office to discuss the timing and impact of this tax on your financial situation prior to returning the H/CA reply form.

Non-Resident Alien H/CAs are limited to work a maximum of 20 hours per week and therefore not permitted to have additional campus employment outside the H/CA job.

Head Community Assistants (HCAs only) are required to organize their twenty hour work week in such a way that accommodates five daytime (Mon-Fri; 9:00am-5:00pm) work hours.

- B. The compensation above is for the entire period, including duties assigned during the period and all training sessions. If a H/CA leaves his/her position or is terminated during the semester, s/he will not receive their stipend, and the waivers of room and board will cease immediately and is responsible for fulfilling the terms of his/her "Residence Halls or Apartment Housing License Agreement and Contract for Dining Services" for the remainder of the contract period while s/he is enrolled as a student. If on administrative leave,

compensation may be suspended.

- C. The H/CA will be assigned a two-person, private, semi-suite shared with a roommate or single room in one of the traditional halls unless the demand for overflow housing necessitates the assignment of a second person to the H/CA room on a temporary basis. Assignments are made according to experience, special abilities, and staffing needs and may be moved from one campus area or residential building to another to meet current needs. The H/CA's preference for area and building assignment will be taken into consideration when a move is necessary, but the needs of the community are paramount.

II. PRIMACY OF POSITION

- A. The H/CA will hold the responsibilities of the position primary. **Only academic requirements are considered to take precedence over the responsibilities of the position.** H/CAs who wish to engage in non-job-related activities (i.e., athletic teams, student government, etc.) must request and receive approval by the Residence/Graduate Director supervisor prior to participating in these activities.
- B. The H/CAs may hold another on or off campus job with the understanding that the H/CA position will be held primary. The H/CA job is considered to be 20 hours per week. The Payroll office limits undergraduate employment to 25 hours per week. Therefore, the H/CA is limited to a maximum of 5 hours per week on campus or off campus employment, outside the H/CA job. This employment must be approved in writing by the Residence/Graduate Director supervisor before acceptance of the job. Forms requesting permission to work off campus are available from the Residence/Graduate Director. Typically, the H/CA may only hold one position within OHRL (ARAMARK dining service is an exception).
- C. H/CAs are expected to work 20 hours a week. 5 hours should be posted times that you are available between 9am - 5pm. The remaining 15 hours are flexible hours that should meet the needs of your staff and students, preferably before midnight unless you are addressing a crisis situation. Any number of situations can easily off set the balance of your work week, so it is essential to keep your supervisor informed of changes to your schedule.
- D. The H/CA must seek special permission from his/her Graduate/Residence Director if s/he will have academic obligations (i.e. internships, field experience, etc.) that will remove him/her from the residence halls/apartments for extended periods of time. This permission must be sought, in writing, at least six weeks prior to the end of the semester that precedes this obligation.

III. TIME COMMITMENT

- A. The H/CA position is a paraprofessional position for which an established remuneration is received, rather than an hourly wage. Although no specific hours are mandatory (with the exception of assigned duties), H/CAs are expected to spend a significant period of time per week in job-related activities and should be aware that effectiveness is directly proportional to meaningful student and staff contact in residential buildings. On assigned duty nights, the H/CA will carry out all obligations and be present in the building from 8:00pm to 7:00am

(Sundays through Thursdays) and from 9:00pm to 7:00am (Fridays and Saturdays). Duties may include sitting in the office if/when an Office Worker is not available for a shift.

- B. The H/CA will be the last to leave residential buildings prior to vacations and will be responsible for inspecting rooms before leaving. S/he will be the first to return during the beginning of each semester to assist with checking in new students and to participate in staff training workshops. Specific departure and arrival times for break will be determined by your supervisor under the guidance of the Director of Residential Living and the Assistant Directors of Residential Living. Also, the H/CA is responsible for conducting regular room health and safety inspections.
- C. Employment as a H/CA is contingent upon completion of ALL required training sessions, workshops, and activities.
- D. The H/CA will not be away from his/her own room more than one weekend per month plus two additional weekend (four floater nights) per semester. If approved by the A/G/RD, the additional weekend (only) can be added to a weekend away or used to be away on a weekday night. Before leaving for any overnight period, the H/CA must inform and get permission from the Director. No two co- H/CAs may leave on the same weekend without special permission from the Assistant/Graduate/Residence Director. Time away from the room for approved residence life conferences or programs will not be subtracted from a H/CA's personal time. All H/CAs have a curfew of 3:00am. Should you need to stay out after that time, you will need to use a floater.
- E. Scheduled night classes and standing committees (i.e. fraternity or sorority meetings, club involvement, etc.) must be approved in advance by the Residence/Graduate Director.
- F. All time commitments will be subject to continual review by the Residence/Graduate Director.

IV. SPECIFIC RESPONSIBILITIES

- A. **The H/CA will carry out, accurately and punctually, all assigned duties and all responsibilities outlined in the H/CA job description.**
- B. The H/CA will abide by all University rules and regulations and maintain a 2.5 cumulative QPA.

V. MAINTENANCE OF POSITION

- A. The H/CA must be enrolled for minimally six (6) academic credits during each semester to retain his/her position.
- B. If the H/CA should decide to resign the position for any reason, reappointment in a later semester will be decided on a case-by-case basis according to staff needs and past performance.

- C. If the H/CA resigns mid-year, or if the H/CA's employment is terminated by the Office of Housing and Residence Life, s/he is still obligated to the **Residence Hall Housing License Agreement and Contract for Dining Services** or the **Housing License Agreement for Apartment Living** for the remainder of the contract's term.
- D. If the H/CA is terminated from the position, is asked to resign, or resigns in advance of an impending termination due to job performance issues other than grades, s/he is ineligible for re-hire the same semester. However, s/he may request to be placed in the alternate pool. If honored, s/he will remain in the alternate pool for one year. Unlike alternates who have not been hired, once employment has been severed for any reason, the employer is under no obligation to re-hire.
- E. The Office of Housing and Residence Life acknowledges that the **H/CA position is a one year commitment**. Any H/CAs who wishes to return to the position may ask to be included in the alternate pool. **ALL vacancies for the next academic year will be filled from the alternate pool which includes H/CAs who wish to return to the position and candidates who have successfully completed the seminar.** Stellar performance increases one's chance for continued employment. The H/CA position is not guaranteed from year to year. Preference will be given to eligible alternates who will be available to serve for a full academic year.

VI. EVALUATION/DISMISSAL/APPEAL PROCESS

- A. The H/CA's performance will be evaluated periodically both by supervisors and by students on his/her floor/wing. H/CA will have an additional evaluation related to their specific role in addition to the standard CA evaluation.
- B. The Assistant/Graduate/Residence Director supervisor will consult with the Director of Residential Living and/or the Assistant Director(s) of Residential Living at each step of any staff disciplinary process. **At no time should a staff member be placed on probation without consultation.**
- C. The Director of Residential Living, Assistant Director of Residence Life for Training and Development and Assistant Director of Residential Living will receive copies of all discipline-related documentation.
- D. **Failure to abide by University rules and regulations as stated in **The Source** or in the **Residence Hall Housing License Agreement and Contract for Dining Services** and/or the **Housing License Agreement for Apartment Living** may **RESULT IN IMMEDIATE TERMINATION** or **SUSPENSION OF EMPLOYMENT pending resolution of the specific charges. The H/CA will need to surrender their office key, staff namebadge and all OHRLD materials until a disciplinary decision is determined.****
- E. Failure to meet job responsibilities, violations of the provisions of employment, and/or behaviors that would jeopardize the health or well-being of the staff, residents or themselves, **may result in immediate suspension or termination of their position pending the resolution of the specific allegation(s).**

F. Staff Discipline/Performance Issues

Positive corrective action options include but are not limited to Verbal Warning, Written Warning, Probation, Suspension, Termination or Resignation. Any of these steps may be called ‘Job Action.’ Steps are NOT sequential but rather are determined by the severity of the allegations and evidence. Please note that it is standard procedure to ‘take the keys’ of an employee while a disciplinary incident is being examined.

Verbal and/or written warning

At the first indication of lesser performance or behavior problem, the H/CA and their supervisor will discuss the performance issues. Corrective action steps will be documented and reside in the H/CA’s personnel file. Progress toward the newly established performance goals must be made to continue in the position.

Job Probation

Job Probation is used to address more severe and/or pervasive behavioral or performance issues and is used to help the staff member make permanent improvements to his/her job performance. The level of discipline is dependent upon the severity of the performance problem(s).

Suspension, Resignation or Termination

If the staff member is unwilling or unable to reach the expected performance level during the specified warning or probationary period or has demonstrated behavior issues or violations that require immediate progressive job action, the supervisor, in consultation with the Director of Residential Living or Assistant Director (s) of Residential living, will determine what disciplinary action should be taken pending resolution to the allegations.

Appeals:

A staff member may appeal a decision of employment job probation or termination based on new evidence presented in writing within 48 hours of the notification. However, there is no appeal process for job warning.

To appeal ‘**Job Probation**’ a staff member must submit a letter describing why s/he is appealing the decision to the Director of Residential Living and Assistant Director of Residence Life-Training and Development within 72 hours of notification of the decision.

To appeal ‘**Termination**’ decisions, Appeals need to be provided in writing to the Associate Dean of Students/Director of the Office of Housing, Residential Living and Dining within 72 hours of the decision.

- G. Violation of University Procedures: In situations where the H/CA is accused of violating University policy, the H/CA will be referred through the University judicial system. The charges against the H/CA will be provided to him/her in writing and will be adjudicated by a hearing officer not affiliated with the residence life program. All due process requirements will be fulfilled in the adjudication process. If the H/CA is found "in violation" of one or more University policies and is placed on a judicial sanction, his/her employment will be

terminated. While the H/CA may file an appeal, their employment will be suspended pending resolution of the appeal.

- H. If there is substantial evidence that a violation has resulted, job related action may occur separate from the student conduct office process.
- I. H/CAs who resign or are terminated from their positions during the course of an academic year may not be allowed to reside in the residence hall in which they were employed, but will be relocated to other on-campus housing. The immediate supervisor and the Associate Director of Residence Life will solicit housing assignment suggestions, but will ultimately determine the new housing assignment.
- J. H/CAs whose employment is terminated or who have chosen to leave their position are obligated to fulfill the terms of their housing license agreement. They may appeal for release as per the terms and conditions of the license agreement.

VII. RE-APPLICATION

All H/CAs who desire to continue their employment beyond the current academic year may ask to be placed in the alternate pool for the next academic year. ALL vacancies for the next academic year will be filled from the alternate pool which includes H/CAs who wish to return to the position and candidates who have successfully completed the seminar. It is understood that the H/CA position is a one year appointment. Stellar performance will be taken into consideration during the selection process. Preference will be given to eligible alternates who will be available to serve for a full academic year.

Revised February 26, 2016

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