



## DEPARTMENT OF RESIDENCE LIFE

**COMMUNITY ADVISOR EMPLOYMENT AGREEMENT**

2021-2022 Academic Year

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***Print First and Last Name******ID Number***

*This document shall be an employment agreement between the above hired Community Advisor and the Department of Residence Life at Grinnell College for the 2021-2022 academic year, beginning employment on August 11<sup>th</sup> at 8:00 AM and ending on May 25<sup>th</sup> at 5:00 PM.*

**A. POSITION DESCRIPTION \_\_\_\_\_ [initial & date]**

The Community Advisor (CA) role is a live-in, paraprofessional position within the Department of Residence Life, a unit of the Division of Student Affairs at Grinnell College. CAs establish and maintain a close-knit, self-governing community in their assigned area, contribute to the holistic development of residents through facilitation of the Residential Experience, and provide support to those navigating challenges both in and beyond the classroom. Additionally, CAs will abide by all institutional policies as well as state and federal laws, address violations of the same policies and laws in the residence halls in a non-punitive and educational manner, and complete necessary administrative tasks.

**B. OVERVIEW OF AGREEMENT \_\_\_\_\_ [initial & date]**

- Qualifications, **Section C**;
- Preferred Skills and Interests, **Section D**;
- Terms of Appointment, **Section E**;
- Conditions for Employment, **Section F**;
- Benefits, **Section G**;
- Responsibilities and Expectations; **Section H**;
- Employment Agreement Acknowledgement and Acceptance, **Section I**.

**OVERVIEW CONTINUED:**

Because this agreement cannot address every possible facet of the CA experience, nor can it anticipate every scenario which may arise during an individual's employment with the Department of Residence Life, it is important to note:

1. Additional expectations and standards of performance will be supplied verbally and in writing to each CA by their immediate supervisor during the preliminary orientation to the CA position. These supplemental expectations will provide role-specific and building-specific information each CA is expected to adhere to in the course of fulfilling their responsibilities. The expectations from a CA's immediate supervisor act in concert with this employment agreement and neither supersede nor nullify this document's contents. CAs may receive updates to these guidelines or be asked to complete additional tasks as they arise.
2. In those instances, whereby interpretation of the expectations outlined in this document—or in those supplied by an immediate supervisor—becomes necessary, the departmental interpretation of policies and procedures takes precedence over the individual CA's or third party's interpretation of said policies and procedures. Therefore, responsibility lies with the CA to carefully review the contents of this and other documents related to performance and ask clarifying questions if needed.
3. Grinnell College, the Department of Residence Life, and its agents and representatives reserve the right to alter, amend, redact, or nullify any or all portions of this agreement as dictated by circumstances or business needs and without any obligation to provide advance notice to its employees.

**C. QUALIFICATIONS \_\_\_\_\_ [initial & date]**

Applicants must meet all of the following qualifications to be considered for the CA position:

1. Must be enrolled as a full-time student at the College for the entirety of the academic year (i.e., taking a minimum of 12 credits each semester);
2. Must be classified as a second, third, or fourth-year student at Grinnell College as of August 2021;
3. Must have a cumulative grade point average (GPA) of at least 2.5;
4. Must not be on academic probation or strict probation;
5. Must be in good standing with the College related to academic honesty and student conduct;
6. Must not concurrently hold any of the following positions: Admissions Host Coordinator, Grinnell Science Project Mentor, International Pre-Orientation Mentor, New Student Orientation Assistant/Intern, Peer Connections Pre-Orientation Mentor, or Student Government Association (SGA) Cabinet or Senator position;
7. Must successfully complete the interview process.



#### **D. PREFERRED SKILLS & INTERESTS \_\_\_\_\_ [initial & date]**

The Department of Residence Life values a variety of attributes in CA candidates. Listed below are some of these attributes, but not all:

1. The ability to work in a diverse environment where personal beliefs may be challenged by different ideas, identities, and lived experiences;
2. A growth mindset when confronting difficulty and/or challenges;
3. Sensitivity to students' growth and development;
4. Demonstrated leadership, communication, and interpersonal skills;
5. Interest in:
  - a. Peer-education and guiding dialogue on topics such as academic success, active bystanderism, social justice, student development, sustainability, and wellness, among others;
  - b. Building community among all residents;
  - c. Continued learning through personal and professional development.

#### **E. TERMS OF APPOINTMENT \_\_\_\_\_ [initial & date]**

By signing this agreement, the CA fully understands and accepts the following terms of appointment:

1. The CA position and CA Employment Agreement is active from August 11<sup>th</sup>, 2021 at 8:00 PM until May 25<sup>th</sup>, 2022 at 5:00 PM.
2. CAs who resign their position prior to the start date may lose housing priority and will be placed in residential housing after all other students are housed;
3. CAs must commit to a full year of employment. Single semester employment due to study abroad, student teaching, early graduation, etc., is not available;
4. CAs must complete the appropriate new-hire or returning-staff paperwork by the deadline given to them, including but not limited to this employment agreement, Residence Life onboarding materials, and any forms required by Human Resources;
5. CAs must attend all fall and spring training sessions. These sessions take precedence over any and all extracurricular and non-academic activities in which the CA is involved. Exceptions to this condition (e.g., medical and family emergencies) will be considered and granted on an individual basis. If you are a Grinnell College athlete, you must communicate this requirement with your coaches and work with the Department of Residence Life to ensure your attendance.
6. Reappointment to the CA position is granted at the discretion of the CA's direct supervisor and the Director of Residence Life and on a year-to-year basis. A CA's formal and informal evaluations as well as their contributions to the Grinnell College community will be considered in the rehire process.



## F. CONDITIONS FOR EMPLOYMENT \_\_\_\_\_ [initial & date]

Listed below are the conditions for employment that CAs must maintain throughout their tenure in Residence Life. Failure to meet one or more of these conditions may result in termination.

### 1. ACADEMIC STANDARDS

Academics should be the number one priority of the CA. Therefore, the CA understands that their cumulative and semester GPAs as well as credit hours earned will be reviewed throughout their employment to ensure satisfactory academic progress. CAs must:

- a. Enroll in and earn at least 12 credit hours per semester to qualify for continued employment;
- b. Earn and maintain a minimum cumulative GPA of 2.5 per semester to qualify for continued employment. If a CA's GPA drops below this requirement, they will be placed on departmental academic probation for the following semester of employment. If the CA fails to raise their GPA the following semester, they will be terminated from the position.

### 2. PERFORMANCE & BEHAVIOR

The CA understands they may be terminated at any time for one or more of the following behaviors:

- a. Failing to fulfill any or all of their position obligations and responsibilities;
- b. Exhibiting behavior that conflicts with the CA role;
- c. Placement on conduct/academic/strict probation;
- d. Violating any institutional policies;
- e. Violating any local, state, and/or federal laws.

## G. BENEFITS \_\_\_\_\_ [initial & date]

Listed below are the benefits provided to CAs during their employment with the Department of Residence Life. The numbers provided are based on those published by the College for the 2020-2021 academic year and are subject to change.

### 1. HOUSING

CAs receive a single, pre-determined room in one of the residence halls during the term of appointment. After paying the board rate each semester, CAs are reimbursed for the cost of the room with receipt of a full room grant. However, in accepting the CA position, individuals understand they are automatically removed from any special housing draws and/or from the off-campus and non-college owned housing waitlist. The approximate cost of this benefit is \$6,548.00 (\$3,229.00 per semester).



## **BENEFITS CONTINUED:**

### **2. DEVELOPMENT**

Developmental opportunities will be provided during staff training, one-on-one meetings with supervisors, weekly cluster meetings, and in-service trainings. Trainings will be structured to provide CAs with the skills and knowledge needed to meet the expectations outlined by the Department of Residence Life. Learning topics will include but are not limited to intervention, social justice, wellness, sustainability, first-year experience, academic success, peer education, harm reduction, on-call preparation, positive role modeling, self-care, and time management.

## **H. RESPONSIBILITIES AND EXPECTATIONS \_\_\_\_\_ [initial & date]**

Listed below are the responsibilities and expectations each CA must fulfill in order to perform satisfactorily. Please note that these responsibilities and expectations can be supplemented by supervisors and/or the Department of Residence Life. Failure to fulfill any part of these expectations may result in disciplinary action or termination from the position.

### **1. ACCESSIBILITY & ACCOMODATIONS**

Grinnell College is committed to complying fully with the Americans with Disabilities Act (ADA) ensuring equal opportunity in employment for qualified persons with disabilities. The College conducts all employment practices and activities on a non-discriminatory basis. Grinnell College will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. If you need to or would like to request accommodations, it is your responsibility to contact Accessibility and Disability Resources.

### **2. ACCOUNTABILITY**

The Department of Residence Life professional staff reserve the right to utilize discretion in rendering disciplinary action to CAs as needed. Disciplinary action may include verbal warnings, written warnings, probationary status, suspension, or dismissal. Decisions regarding probation, suspension, or dismissal from the CA position are made in conjunction with the Director of Residence Life and the CA's direct supervisor. Please note the following:

- a. The Director of Residence Life and supervising Residence Life Coordinator will determine the terms and length of the job action, as well as provide documentation regarding past behaviors and actions which led to the job action.
- b. CAs will be informed, in writing, of any decision by their direct supervisor which results in corrective action or termination.



### ACCOUNTABILITY CONTINUED:

- c. In the event a CA is allegedly involved in a violation of the College's policies, the CA is also subject to adjudication through the institution's judicial process.
- d. If a CA is terminated from the position, the Director or Residence Life will determine room change requirements and appropriate timelines for completion.

### 3. ADMINISTRATION

The CA plays an important part in the daily administration of their residence hall and cluster, including but not limited to the safety and security of residents, hall opening and closing, policy enforcement, and facility maintenance. The CA is administratively responsible to their direct supervisor and is expected to complete tasks in an appropriate and timely manner. Specific expectations regarding administration are provided to the CA during preliminary orientation to the position as well as throughout their employment. Administrative tasks include but are not limited to:

- a. Community Sociograms
- b. Duty Logs
- c. Incident Reports
- d. Room Inventory Reports
- e. Timecards
- f. Weekly Logs

### 4. COMMUNICATION

Appropriate and timely communication is of the utmost importance in the CA position. Whether the communication is virtual or in person, the CA is expected to adhere to the following guidelines:

a. *Expressing Difference of Opinion:*

When in disagreement with a departmental and/or institutional policy, directive, or decision, the CA should express that opinion privately with their supervisor, without accusation or defensiveness, and with the understanding they will still follow through on the direction received.

b. *Electronic Communication Response Etiquette:*

- i. When responding to electronic communication sent by residents, supervisors, and other staff and faculty as it pertains to their position, CAs are expected to reply in an appropriate and timely manner. Appropriate and timely are further defined in the CA Manual.

**COMMUNICATION CONTINUED:**

- ii. During weekdays, CAs are expected to reply within 24 hours to all electronic communication sent by residents, supervisors, and other staff and faculty as it pertains to their position. Electronic communication includes but is not limited to communication over email, text, phone call, or other electronic messaging system (e.g., GroupMe, Slack, etc.). In the event that an alternative deadline—either sooner than or later than 24 hours— is communicated to the CA, the CA must adhere to that deadline instead.

**c. *Usage of Electronic Communication:***

Inappropriate use of electronic communication includes but is not limited to:

- i. Compromising the privacy of any person or institutional and departmental data;
- ii. Submitting, publishing, displaying, or transmitting any content that contains defamatory, false, inaccurate, abusive, obscene, pornographic, profane, sexually-oriented, threatening, racially offensive, discriminatory, or illegal material;-
- iii. Using personal information maintained by the organization for private interest or advantage;
- iv. Viewing, intercepting, disclosing, or assisting in viewing, intercepting, or disclosing email not addressed to you.

**5. COMMUNITY BUILDING**

The CA is expected to promote an atmosphere conducive to both individual and group development. The CA should foster a self-governing community, open to differences and supportive of student learning.

**a. *Relations with Residents:***

- i. The CA is expected to interact and build appropriate connections with all residents but recognize their personal limitations while maintaining confidentiality/privacy as appropriate.
- ii. The CA should know every student in their assigned area and maintain an attitude of sincere interest in each and every resident.
- iii. The CA is expected to be aware of and report individual and community concerns to their direct supervisor.

**COMMUNITY BUILDING CONTINUED:****b. *Relations with Other Staff:***

Maintenance, Custodial, and support staffs are critical and valued partners to the Department of Residence Life. CAs should continually communicate with these staff members to help facilitate a safe, clean, and comfortable living environment for residents as well as a pleasant working environment for all staff.

**c. *The Residential Experience:***

CAs are integral in facilitating the “Residential Experience,” or the holistic development of residential students through social and educational strategies outside of the classroom. To do this, CAs are expected to meet all community building expectations outlined by their supervisor and the Department of Residence Life, including but not limited to:

**i. Bulletin Boards:**

CAs will create and execute bulletin boards in their assigned cluster throughout their employment. However, the number of boards a CA must complete each term is dependent on the amount of bulletin boards and staff in their cluster. Information and expectations regarding the execution of these boards—potential topics, location of assigned boards, etc.—are provided to the CA during preliminary orientation to the position as well as throughout their employment.

**ii. Circle Facilitations and Restorative Practices:**

With oversight and support from the Department of Residence Life, CAs will be trained on circle facilitations and other restorative practices, ultimately implementing them in their assigned community when necessary. Specific expectations regarding these practices are provided to the CA during preliminary orientation to the position as well as throughout their employment.

**iii. Cluster Programming:**

With oversight and support from their RLC, CAs will assist in the planning and execution of three cluster-wide programs per semester. Specific expectations regarding these programs are provided to the CA by their direct supervisor well in advance of each program. Assistance with these programs may include but is not limited to set-up and take-down, creating and displaying advertisements, identifying and purchasing necessary supplies, and facilitating the program.

**COMMUNITY BUILDING CONTINUED:**iv. Community Hours:

CAs are expected to facilitate one community hour each week between Monday and Thursday in their assigned community. During this time, the CA will be consistently and readily available to their community and will actively attempt to reach their residents via door-knocking, notes, electronic communication, etc. Specific expectations regarding these hours are provided to the CA during preliminary orientation to the position as well as throughout their employment.

v. Community Programming: Active

CAs will plan and execute one active<sup>1</sup> program per term (two per semester and four per year). Information and expectations regarding the execution of these programs —budget, potential topics and activities, etc.— are provided to the CA during preliminary orientation to the position as well as throughout their employment.

vi. Community Sociograms:

CAs will create one community sociogram once per semester (twice per year) that visually represents the patterns, trends, and interests of their assigned community, to be reviewed by their direct supervisor. Specific expectations regarding the execution of these sociograms are provided to the CA during preliminary orientation to the position as well as throughout their employment.

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<sup>1</sup> Active programming: programming in which active participation from residents is necessary.

**COMMUNITY BUILDING CONTINUED:**vii. Door Decs:

CAs will create and hang door decs<sup>2</sup> once per term (twice per semester and four times per year) for all residents in their individual community, all Custodial Staff and other CAs in their cluster, and their RLC. Information and expectations regarding the execution of these door decs—potential themes, number of layers, size, etc.—are provided to the CA during preliminary orientation to the position as well as throughout their employment.

viii. Intentional Interactions:

In an attempt to better understand the challenges that residential students encounter, CAs are expected to document their interactions with those in their community in a weekly log. This documentation will ultimately allow staff and faculty to identify needs, trends, and intervene proactively to student concerns rather than reactively. These intentional interactions will generally take place during the CAs community hour each week. Specific expectations regarding these interactions and their documentation are provided to CAs during preliminary orientation to the position as well as throughout their employment.

ix. “Walk-Over” Programming:

CAs are expected to bring their residents to one campus program outside of Residence Life once per term (twice per semester and four times per year). Specific expectations regarding “walk-over” programs are provided to the CA during preliminary orientation to the position as well as throughout their employment.

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<sup>2</sup> Door decs: short for “door decorations”; tangible identification consisting of a resident’s name and/or room number to be placed on the outside of their door; generally constructed with paper although other materials may be used; generally themed (e.g., coffee mugs, cartoon characters, animals, etc.).



## 6. CONFIDENTIALITY & PRIVACY

Grinnell College maintains strict confidentiality requirements and regulations in compliance with the Gramm-Leach-Bliley Act (GLBA), Family Educational Rights and Privacy Act of 1974 as amended (FERPA), and the Health Insurance Portability and Accountability Act (HIPAA) in addition to other federal and state laws. These laws pertain to the security and privacy of all non-public information including student information, employee information, and general College information, whether it be in hard copy or electronic form. Student employees may be privy to private information throughout the course of their work and are expected to protect against unauthorized access of such information, ensure the security and privacy of such information, and disclose any anticipated threats or hazards that may compromise the confidentiality of such information. Student employees must not release confidential information to other students, faculty or staff; the public; or co-workers who have not been authorized or who do not have a legitimate business or educational need to know. Upon hire, student employees must sign a statement of confidentiality. In addition, you may be asked to sign a separate, department specific statement as well.

## 7. DUTY

CAs serve in a weekday and weekend on-call rotation. Specific responsibilities CAs must complete during duty shifts are provided to the CA during preliminary orientation to the position as well as throughout their employment.

### *b. Weekday Duty:*

Weekday duty shifts occur from Sunday to Thursday, beginning at 8:00 PM and ending the following morning at 7:30 AM. The amount of weekday shifts a CA must complete is dependent on their assigned cluster's staffing structure. During each weekday duty shift, the CA must walk through all buildings in their assigned cluster to ensure the safety of the community and build relationships with residents. CAs must also complete the duty log by midnight, acknowledging that if issues occur after that time, they will need to have the log fully updated by 10 AM the following morning.

### *c. Weekend Duty:*

Weekend duty shifts occur from Friday to Sunday. Each weekend has four, twelve-hour shifts.

- 8 PM on Friday to 8 AM on Saturday
- 8 AM on Saturday to 8 PM on Saturday
- 8 PM on Saturday to 8 AM on Sunday
- 8 AM on Sunday to 8 PM on Sunday

**DUTY CONTINUED:**

The amount of weekend shifts a CA must complete is dependent on their assigned cluster's staffing structure. During each weekend duty shift, the CA must walk through all buildings in their assigned cluster to ensure the safety of the community and build relationships with residents. CAs serving on call on Friday and Saturday night must complete the duty log by midnight, acknowledging that if issues occur after that time, they will need to have the log fully updated by 10 AM the following morning. CAs serving on call during the day on Saturday and Sunday must complete the log before the end of their shift.

*d. Cell-Phone Usage:*

Residence Life provides one departmental cell phone to each cluster for duty purposes only. The following terms apply to all CAs who carry and use a duty phone:

- i. Appropriate care is to be given to the phone and charger in order to assure proper functioning of the device;
- ii. CAs are not allowed to program numbers into the phone;
- iii. CAs may be held financially responsible if the duty phone and/or charger is lost, stolen, or damaged;
- iv. If problems occur with the phone and/or charger, it is to be reported to the RLC of the cluster and the RLC on Call. Failure to report any problems or damage may result in the CA being held financially responsible for repair;
- v. No personal phone calls, texts, or photos are allowed.
- vi. CAs must fully charge the duty phone before the end of their duty shift.

*e. Proximity to Cluster:*

- i. During weekday shifts, CAs must remain in their cluster at all times in order to efficiently address resident needs. CAs should eat dinner prior to the start of their shift at 8 PM. If a CA needs to leave their cluster for any reason, they must report this to the RLC on Call. This expectation includes any location on or off campus (e.g., academic buildings).
- ii. During weekend shifts, CAs must remain in their cluster at all times outside of scheduled mealtimes in order to efficiently address resident needs. If a CA needs to leave their cluster for any reason beyond mealtimes, they must report this to the RLC on Call. This expectation includes any location on or off campus (e.g., academic buildings).

**DUTY CONTINUED:***f. Scheduling:*

CAs are allowed to work one duty shift per week unless their staffing structure cannot accommodate this expectation (i.e., their staff is either too large or too small).

*g. Substance Use:*

On-call staff may not partake in alcohol or any other non-prescribed substances while serving on duty. These substances prevent staff from performing their duties to the highest standard.

**8. EVALUATION**

CA's will be informally and formally evaluated by their supervisor throughout their employment.

*a. Informal Evaluation:*

Informal evaluations occur through ongoing conversations between the CA and their direct supervisor. These informal evaluations may include constructive feedback and/or corrective action as appropriate.

*b. Formal Evaluation:*

Formal evaluation meetings will occur once per semester and are designed to assist CAs in developing personal and professional skills as well as improve upon their performance in the position. If a developmental plan needs to be implemented, it will be discussed at this time. CAs not in agreement with the developmental plan or who are unable to fulfill the plan will be removed from the position.

**9. POLICY ENFORCEMENT**

The CA is expected to behave as a role model and peer educator, helping residents understand the rationale for policies, respect the rights of others, and hold themselves accountable for their own behavior. The CA will support, follow, and enforce all departmental and institutional policies as well as all municipal, state, and federal laws.

**10. TIME**

CAs are limited to no more than 16 hours of work per week, which they are required to track and document via timecard. Specific expectations regarding the tracking and documentation of these hours will be provided to CAs during preliminary orientation to the position. CAs who work more than 16 hours per week or fail to work an adequate number of hours determined by their direct supervisor will receive employment action.

**TIME CONTINUED:****a. *Availability to Residents:***

Being accessible to residents is of utmost importance in the CA position. To effectively demonstrate this, CAs will need to spend time during normal waking hours (i.e., between 10:00 AM and 8:00 PM) and outside of their academic commitments in their assigned community. Additionally, CAs should regularly initiate contact to residents both in-person and virtually.

**b. *Continuing Education Requirements:***

The skills needed to fulfill the CA position successfully require full engagement in continuing education and developmental opportunities, including but not limited to:

**i. 1:1's with Supervisor(s):**

CAs are required to attend and actively participate in an individual meeting with their direct supervisor on a weekly or bi-weekly basis, dependent on the needs of the CA. The day and time of this meeting is jointly determined by the CA and the RLC.

**ii. Fall and Spring Training:**

CAs are required to attend and actively participate in all fall and spring training sessions. These sessions occur one week prior to the beginning of each semester.

**iii. In-Services:**

CAs are required to attend and actively participate in all in-service trainings as they arise throughout the academic year.

**iv. Weekly Cluster Meetings:**

CAs are required to attend and actively participate in weekly cluster meetings. These meetings occur every Thursday from 7:30 PM – 9:00 PM.

**c. *Hall Openings and Closings:***

CAs must be present prior to the opening of the residence halls and after they close in order to respond to the needs of residents and to attend to administrative responsibilities deemed necessary by their direct supervisor and the Department of Residence Life.



**TIME CONTINUED:**

d. *Required Dates:*

CAs are required to be present for the dates listed below. These dates are tentative and are subject to change. Specific expectations regarding these dates will be provided to the CA in advance of each date.

Fall Community Advisor Arrival:	August 10, 2021
Fall Community Advisor Training:	August 11, 2021 – August 19, 2021
New Student Orientation:	August 20, 2021 – August 25, 2021
Spring Community Advisor Arrival:	January 17, 2022
Spring Staff Training:	January 18, 2022 – January 21, 2022
Student Staff Selection:	February 2022 – March 2022
Spring Closing for Graduating Seniors:	May 22, 2022
Spring Closing for Non-Graduating Staff:	May 25, 2022

e. *Time Away:*

CAs must formally request time away through their direct supervisor. Their direct supervisor will then coordinate the tracking and approval of time away requests in order to ensure proper coverage of the residence hall(s) and presence of CA staff.

**I. EMPLOYMENT AGREEMENT ACKNOWLEDGEMENT & ACCEPTANCE**

By signing this agreement, the CA understands and accepts:

- all conditions listed in this employment agreement;
- the limitations of the employment agreement in that it cannot describe all aspects of the position;
- their obligation to uphold all aspects of the CA position;
- the duties they must perform to fulfill the obligations, requirements, and expectations of the position;
- the specific expectations provided to them by their cluster’s RLC, which may differ from their peers in other communities.

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*Signature*

*Date*

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