

# Assistant/Graduate Residence Life Coordinator: 2023-2024

## Terms & Conditions

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For the simplicity of this document, "Graduate Residential Life Coordinator" will refer to both the Assistant RLC and Graduate RLC positions.

### IMPORTANT DATES AND EVENTS

Friday, July 7, 2023	Move-in to G/ARLC apartments ( <i>over the weekend</i> )
Tuesday, July 11, 2023	A/GRLC position start date
July 12- 31, 2023	A/GRL Training
Tuesday, August 1 - 16, 2023	Resident Assistant Training ( <i>Grads are working the entirety</i> )
Thursday, August 17-19, 2023	Move in Days ( <i>Thursday, Friday, Saturday</i> )
Thursday, August 17-21, 2023	Beach Days ( <i>Thursday, Friday, Saturday, Sunday</i> )
Monday, September 4, 2023	Labor Day, university closed ( <i>24-hour duty</i> )
Friday, September 15, 2023	All Staff Meeting – 3:30-5:30pm
Friday, October 6, 2023	All Staff Meeting – 3:30-5:30pm
November 2023	Resident Assistant Hiring & Recruitment Begins ( <i>assistance is required</i> )
Friday, November 3, 2023	All Staff Meeting – 3:30-5:30pm
Friday, November 10, 2023	Veterans Day, university closed ( <i>24-hour duty</i> )
Friday, November 17, 2023	RA break duty begins at 6pm
Saturday, November 18, 2023	RAs not working break are released at noon or whenever closing tasks are complete
Monday, November 20 - Friday, November 24, 2023	Fall Break - No classes; Halls do not close; Dining is closed 24-27 <sup>th</sup> ; University closed 24-25 <sup>th</sup> ( <i>24-hour duty</i> )
Sunday, November 26, 2023	Service Centers resume normal hours at 10am, RAs working desk and duty must return for their shifts
Friday, December 1, 2023	All Staff Meeting – 3:30-5:30pm
Monday, December 11, 2023	Last Day of Classes for Fall Semester
Tuesday, December 12- Saturday, December 16, 2023	Final Exams
Saturday, December 16, 2023	Residence Halls Close at 11am
Saturday, December 16, 2023	Last meal served at dining hall - breakfast
Sunday, December 17, 2023	RAs not working over break are released by supervisor once all tasks are complete
Monday, December 18, 2023	Grads not working over break are released by supervisor once all tasks are complete
Monday December 25, 2023 – Monday January 1, 2024	University closed for winter break ( <i>24-hour duty</i> )
Tuesday, January 2, 2024	University Reopens
Wednesday, January 3, 2024	Pro & Grad Staff Training begins
Thursday, January 11, 2024	New & Mid-Year RAs move-in for training
Friday, January 12 -16, 2024	New & Mid-year RA Training
Sunday, January 14-15, 2024	All RAs Return for Winter Training
Monday, January 15, 2024	Campus Closed for MLK Day ( <i>24-hour duty</i> )
Tuesday, January 16 – 19, 2024	RA Winter Training
Sunday, January 21, 2024	Residence Halls Open at 10:00am; Dining halls open ( <i>all staff working this day to help with check-ins</i> )
Friday, February 2, 2024	All Staff Meeting – 3:30-5:30pm
Friday, March 1, 2024	All Staff Meeting – 3:30-5:30pm
Friday, March 29, 2024	RA Break duty begins at 6pm
Saturday, March 30, 2024	RAs not working break are released at noon (12pm) or whenever closing tasks are complete
Saturday, March 30 – Sunday, April 7, 2024	Spring Break/Spring Break Duty
Monday, April 1, 2024	Campus closed for Cesar Chavez Day ( <i>24-hour duty</i> )
Sunday, April 2, 2024	Service Centers resume normal hours at 10am, RA On-Call resumes normal schedule
Friday, April 12, 2024	All Staff Meeting – 3:30-5:30pm
Sunday, April 28, 2024	HRL Student Leader End of Year Banquet
Friday, May 3, 2024	All Staff Meeting – 3:30-5:30pm
Friday, May 10, 2024	Last Day of Classes for Spring Semester
Monday, May 13-17, 2024	Final Exams
Saturday, May 18, 2024	Residence Halls Close at 11 am for non-graduating seniors
Sunday, May 19, 2024	RAs not working commencement week released at 3pm
May 20 – 24, 2024	Commencement Ceremonies
Friday, May 24, 2024	Residence Halls Close for all students at 11am
Saturday, May 25, 2024	Seniors graduating on Friday may request to stay until 11am
Sunday, May 26, 2024	RAs working commencement week released

Friday, May 31, 2024

A/GRLC Position ends at 5pm – *Grads not working summer break should be moved out by Monday, June 3<sup>rd</sup>. Those returning to position but not working summer must pay rent until A/GRLC training begins in July.*

*Please note that these dates may be subject to change if departmental or university needs arise. We will, however, endeavor to stay as close to this schedule as possible and will communicate as quickly as we can if there are changes that need to be made.*

## **TERMS & CONDITIONS**

- 1.0 The undersigned student agrees to accept a temporary appointment as an A/GRLC at California State University, Long Beach. The A/GRLC accepts the foregoing as a reasonable attempt to define a position that is not easily translated into an hourly basis or reduced to specific duties without gross oversimplification of the nature of the primary position. The A/GRLC position is at-will and appointments may be rescinded at any time for failure to maintain grade requirements, to successfully complete on-going training requirements, to adequately perform position responsibilities, to support and be in continuous compliance with CSULB or HRL policy, and/or the law, as a result of being placed on either academic or disciplinary probation, or a decrease in residence hall occupancy or functionality requires hall closings and/or staff reductions or relocations. **Specific job tasks may be subject to change or adaptation in the event of unforeseeable or catastrophic changes to the operations of the university and/or the department (e.g., amended schedules, virtual instruction, university closure, etc.)**
- 1.1 Graduate Residential Life Coordinators appointments are made for the entire academic year subject to mid-term review. The A/GRLC will receive a performance evaluation each semester. Continuation to the next semester and/or reappointment for the next year is contingent upon several factors including on-going satisfactory performance evaluations by the supervisor. Satisfactory performance evaluation is defined as meeting or exceeding expectations as defined by the evaluation in all areas of the position description. An A/GRLC who is on performance probation at the time reappoints are made will not be eligible to return the following year. The A/GRLC must be willing to commit to their responsibilities with HRL for the entire academic year. Notice of resignation or release from the appointment must be provided to the appropriate parties in writing. Early departure from the A/GRLC position will result in the tuition stipend being rescinded in its entirety and the grad being responsible for its payment.
- 1.2 A one-bedroom or studio apartment and meal plan is included as part of the live-in Graduate Residential Life Coordinators compensation during the period of their appointment. The apartment and meal plan (when the dining halls are open) are compensation for on-call requirements, after-hours duties, and other responsibilities not easily quantified. At any time, A/GRLC may be moved due to operational needs, even after the primary assignment has been provided. The structure type, location, square footage, and furnishing of the apartments will vary. Furnishings will include, at minimum, a bed, loveseat, electric stove, fridge, and microwave. A complete inventory of furnishings and an Apartment Condition Report will be provided at the time of occupancy. Graduate Residential Life Coordinators are required to abide by the terms in the Live-in Staff Agreement and Housing License Agreement in addition to all other applicable University policies and regulations.
- 1.3 The successful candidate must pass a Live Scan background check prior to employment and before being given access to live in the residence halls. Graduate Residential Life Coordinators may only have live-in partners if those partners are legally and civilly recognized by the State of California. Only those people recognized as such will be able to get a partner ID card and access to the residence halls and parking privileges. Outside of a civilly recognized relationship, all housing visitation policies are to be followed by student staff. At no time should a student give their identification card or any other unsupervised access to any individual. Doing so is against University Policy and would likely result in termination. The partner/spouse must also pass a LiveScan background check before moving in. The cost of the partner/spouse LiveScan is the responsibility of the A/GRLC or partner. In general, University Housing is not designated as an environment for individuals under the age of 16. Live-in staff and faculty are not permitted to have dependents under the age of 16 unless they are assigned to an apartment with an exterior entrance. Students, including graduate staff, are not permitted to have pets; however, Emotional Support Animals and Service Animals are permitted if the appropriate processes for approval are met (i.e., BMAC, HRL, etc.) and the animal is registered to the A/GRLC (i.e., the animal cannot be registered to the partner/spouse).
- 1.4 Graduate Residential Life Coordinators must complete all immunizations and vaccinations requirements.
- 1.5 Graduate Residential Life Coordinators are not authorized to represent or disseminate views or policies of CSULB HRL to anyone without prior approval. This includes engaging in activity or conduct in a manner such that a reasonable person would assume that the A/GRLC was authorized to represent CSULB HRL, including, but not limited to, social media participation, blogging, or speaking with/responding to inquiries from media outlets, including campus media. While the A/GRLC is free to express their personal opinion, they must take reasonable steps to ensure that the expression is recognized by potential recipients as their personal opinion and not a representation of CSULB HRL if they are not working on behalf of the department. Reasonable steps include, but are not limited to, a prefatory statement or disclaimer that the A/GRLC is not authorized to represent CSULB HRL and that any statements made are solely the A/GRLC's personal opinion and not a representation of CSULB HRL.
- 1.6 A/GRLCs have a duty to report to the University regarding any Title IX concerns that they become aware of at any time. A/GRLCs are also Campus Security Authorities (CSAs) and have a responsibility to report crime statistics under the Clery

Act. Additionally, A/GRLCs are mandated reporters under the Child Abuse and Neglect Reporting Act (CANRA) pursuant to CSU Executive Order 1083.

**1.7 Release from the Graduate Residential Life Coordinators position could result if the following expectations regarding alcohol and drugs are violated:**

**1.7.1 All Staff:**

- The A/GRLC will not consume alcohol while performing duties in relation to the Graduate Residence Life Coordinator position
- The A/GRLC will not possess/use/produce false identification.
- The A/GRLC will not purchase or supply alcohol for persons under 21.
- The A/GRLC will not consume alcohol with underage staff members or students on or off campus.
- The A/GRLC will not possess/use/be in the presence of others using illegal drugs.

**1.7.2 Underage Staff**

- The A/GRLC will not possess/consume/distribute alcohol per state law.
- The A/GRLC will not possess/consume/distribute marijuana per state law.

**1.7.3 Staff over 21**

- The A/GRLC will not possess/consume/distribute marijuana on university property per federal law as CSULB is federally funded.
- The A/GRLC will not accompany any underage staff members or students to a bar or party and consume alcohol.
- The A/GRLC will not purchase or supply alcohol for persons under 21.
- The A/GRLC will exercise responsible drinking if they chose to drink and acknowledge that they are always a role model.

**1.8 The Graduate Residence Life Coordinator is a leader and is expected to facilitate a positive and inclusive environment.:**

- The A/GRLC will not participate in any dialogue that could be interpreted as threatening, demeaning or disrespectful towards residents, another staff member, campus partners, or Housing & Residential Life.
- The A/GRLC will not participate in any form of gossip concerning residents and/or housing staff with hall residents, campus partners, supervisors, the CSULB Community, and will consider the time, place, and the manner in which they engage in conversations.
- The A/GRLC will maintain a positive working relationship with their supervisors, showing respect for them as supervisors and as people.
- The A/GRLC will keep their supervisor informed of relevant issues in a timely manner, provide feedback appropriately, and accept feedback in a professional manner.
- The A/GRLC will communicate directly with colleagues and their supervisor in any situation where they feel they are not being heard. This will limit gossip and provide an opportunity for the issue to be resolved by the parties involved.
- The A/GRLC will not participate in any behavior that may be construed as undermining to the department or University.
- The A/GRLC will engage collaboratively with their colleagues, campus partners, and supervisors to resolve interpersonal conflicts.
- The A/GRLC will demonstrate a positive attitude toward Housing & Residential Life at CSULB and will endeavor to encourage and support the goals and objectives of Housing & Residential Life.

**1.9 A/GRLCs are role models and representatives of California State University Long Beach and the Housing & Residential Life on-campus, off-campus, and in online communities (e.g., Facebook, Instagram, Twitter, TikTok, etc.). A/GRLCs are expected to demonstrate good judgment and ethical behavior in all areas. A/GRLCs are expected to follow the policies that they enforce and be mindful that they live where they work, and staff/students are always looking to them and their actions for guidance. This includes expectations outlined in the Terms and Conditions and applies to the entire period of appointment, including when the halls are closed. Decisions made by A/GRLCs can affect their ability to be respected and to fulfill their responsibilities. Violations of policies can and will result in removal from the A/GRLC position and from the housing assignment provided to staff.**

## **RESPONSIBILITIES**

Responsibilities for the A/GRLC positions include the following areas: *Community Development & Residential Curriculum; Training, Meetings, and Communication; Administrative and Operational; On-Call and Crisis Management; and Behavioral Expectations and Professional Conduct.*

### ***Community Development & Residential Curriculum***

**2.0 The A/GRLC will serve as a resource for students regarding areas of personal and academic concerns, and when necessary, will refer residents for follow up counseling/advising with others as appropriate. A/GRLCs must spend time being present in their offices and communities to get to know residents and staff as individuals to maximize the student development role.**

- 2.1 The A/GRLC will be expected to further their personal mediation/conflict resolution skills and familiarize themselves with campus resources to facilitate successful roommate/suitemate mediations.
- 2.2 The A/GRLC will actively promote the concept of community in the halls and encourage residents to take responsibility for positive and assertive behavior within that community.
- 2.3 The A/GRLC will purposely promote holistic student and community development through the implementation of the Residential Curriculum programming model. These engagement strategies are accomplished through facilitation of active and passive programming, supervision of RAs and/or advisement of student leaders, and meaningful interactions with individual residents.
- 2.4 The A/GRLC will clearly and positively communicate the guidelines that residents must live within, as noted in the Housing License Agreement, Standards for Student Conduct, and Community Living Guide. When student behavior violates these guidelines, the A/GRLC will respond in a manner where the student is encouraged to take responsibility for their inappropriate behavior and learn from the experience.
- 2.5 The A/GRLC will utilize the meal plan to promote community development by having lunches with RAs, student leaders, and residents in their community several times a week.
- 2.6 The A/GRLC will encourage understanding and acceptance and promote inclusive communities. The A/GRLC will actively work to reduce harm, bias, discrimination, bullying, abuse, and other forms of toxicity/hostility in their community and staff by governing their own language (e.g., derogatory remarks, hate speech, etc.) and behavior and by reporting concerns of this nature to supervisors.
- 2.7 A/GRLC must be inclusive and accepting of individuals from all protected classes and of all backgrounds (e.g., ethnic, racial, cultural, religious, sexual orientation, gender expression, etc.). The A/GRLC should encourage better understanding of cultural diversity and individual differences in their communities and on campus.

### ***Training, Meetings, and Communication***

- 3.0 The A/GRLC is expected to participate and actively engage in **all** mandatory training prior to the beginning of both the fall and spring semesters. The A/GRLC must successfully complete any additional on-going staff training requirements. The specific schedule will be determined prior to each period but may be subject to change. A housing and meal accommodation will be provided during training periods:
  - Fall A/GRLC and RA Training Dates: **July 11 – August 2, 2023**
  - Spring A/GRLC and RA Training Dates: **January 3 – January 10, 2024**
  - Fall RA Training Dates: **August 3 – August 21, 2023**
  - Spring RA Training Dates: **January 11 – January 21, 2024**
- 3.1 A/GRLCs will be on duty throughout the opening and closing of the halls. This includes resident check-in and check-out, and academic break periods and holidays when the halls close.
- 3.2 A/GRLCs will return to campus early to assist with opening responsibilities and stay late to assist with closing. A/GRLCs will also assist with department wide initiatives and hall preparation. This includes move-in and move-out, Beach Days, Homecoming, Family Day, Open House, Hiring & Recruitment, and all break periods. Academic break travel may not interfere with the completion of responsibilities. This schedule will be determined by departmental needs and scheduling will happen during staff meeting early in the semester. A/GRLCs must communicate their travel plans before booking flights, buying tickets etc. to ensure there is no conflict with responsibilities of the appointment. Meals are not provided during these break periods.
- 3.3 A/GRLCs will assist with the leadership and supervision of the Resident Assistant and Desk Assistant team. The A/GRLC will hold bi-weekly 30 minute 1:1 meetings with five (5) to six (6) RAs/RHA members under the guidance and supervision of a Residential Life Coordinator.
- 3.4 A/GRLCs will have bi-weekly 30–60-minute one-on-one meetings with their direct supervisor to discuss their RAs, student leaders, communities, individual resident concerns or successes, the A/GRLC's personal and professional development, as well as any other issues or concerns of which the supervisor should be made aware.
- 3.5 Weekly staff meetings are held for two hours at a determined time by the leadership team. These staff meetings are required in attendance. All conflicts must be communicated with their supervisor at least 5 days prior to the meeting.
- 3.6 Graduate Residential Life Coordinators will attend All-Staff meetings on the scheduled Fridays from 3:30 - 5:30pm. A/GRLCs may help with the planning and facilitation of these meetings which are for continued staff training and development, presentations from campus partners, and staff socialization and connection.

### ***Administration and Operations***

- 4.0** A/GRLCs are scheduled for a total of 20 hours of administrative work per week while class is in session. The exception to this is when academics are not in session (i.e., breaks, training) with departmental direction. Due to work hour limitations, this position does not allow A/GRLCs to have additional employment, internships, fieldwork, student teaching, or practicum hours for the duration of the appointment. Fieldwork/practicum opportunities required for the program *may* be allowed with prior approval (preference within HRL/CSULB) - maximum 50 hours evenly spaced throughout the semester. A/GRLCs must disclose this intent before accepting the position – which means they must thoroughly look at the class requirements for the year in advance.
- 4.1** The A/GRLC is expected to participate and actively engage in mandatory training each semester. During training periods, A/GRLC may not request time off. The specific schedule will be determined prior to each period, but all applicants are given a broad overview of the academic year schedule during the application process. A/GRLCs are not permitted to take any classes (at CSULB or elsewhere) during training periods. When classes are not in session, the A/GRLC can work up to 40 hours in a week as needed by the department, not to exceed 8 hours in a day. Communication about hours, expectations, and time conflicts must be made clear and agreed upon prior to the A/GRLC being hired.
- 4.2** Graduate Residence Life Coordinators should maintain approximately 10-15 hours a week of scheduled office hours over the course of each of the five business days of the week, during the hours of 8am-6pm. This time should be scheduled to accommodate staff meetings, RHA meetings, Community Government meetings, one-on-one meetings, conduct meetings, budgeting, voucher completion, and other departmental needs. The remaining 5-10 hours will be flexible to accommodate program shopping, after hour events, and other evening and weekend responsibilities. Working hours must be discussed with and approved by supervisors prior to the beginning of the semester. Because of the nature of working in Housing and Residential Life, there are busy periods that require more time and energy (i.e., opening, closing, staff evaluations, staff selection, emergencies, etc.).
- 4.3** A/GRLCs are expected to submit well-written and timely incidents reports as described and instructed by supervisors. All incident reports should be routed through the appropriate Maxient link provided.
- 4.4** The A/GRLC will oversee the thorough and timely completion of administrative duties by RAs and student leaders (e.g., RHA, CGs, etc.). These tasks include, but are not limited to, bulletin boards, room inspections during move in and move out, occupancy checks, health and safety checks, work orders, submission of incident reports, fire drills, event planning, conference registration, etc.
- 4.5** Keys and key cards are issued to staff for use for official Housing and Residence Life related tasks and responsibilities. These keys are issued at the beginning of the academic year and should be returned in good condition at the end of the year or and/or the end of employment (whichever comes first). If keys are not returned, the cost to re-coring and/or reprogramming doors will be charged to the employee. Lost keys and cards present a security risk to the building and community. It is imperative that employees report lost or missing keys as soon as they are made aware that they are gone. It is not appropriate to wait more than an hour or two to report lost keys as this will allow more people to help search for the keys and increase the likelihood of recovery. Job action may still occur if keys are located depending on the situation. Keys and access should only be used for approved job-related tasks. Misuse of keys will likely result in release from the position.
- 4.6** The A/GRLC is required to use the staff email they are provided (-SA@csulb.edu) and Microsoft Teams their primary means of work-related electronic communication. The A/GRLC is required to check their email every business day unless on approved leave. A/GRLCs must notify supervisors immediately if they have issues with their -SA email or their email is compromised/hacked.
- 4.7** Due to the position, staff may hear and see many things that are sensitive/confidential in nature. The information they come in contact with should never be shared unless it is shared up with appropriate supervisors. Sensitive information should be shared up as indicated in training. The A/GRLC must notify department leadership staff and, when necessary, the University Police, of any emergency, potential hazardous situation or to request personal assistance as needed.
- 4.8** Student information should never be given out over the phone or in person. This includes personal telephone numbers, room numbers, student ID numbers, etc., even if the person making the request is (or claims to be) a sibling, partner, or parent.
- 4.9** The A/GRLC must be good stewards of departmental and university resources and supplies and must use them appropriately. Although A/GRLCs have access to various supplies and resources (e.g., printers, etc.), they are only permitted to use items that they have been expressly giving permission to utilize as a function of their appointment. If the A/GRLC is unsure if they have or need permission, they should ask their supervisor for clarification.
- 4.10** The A/GRLC will not use their computer or phone at work to view offensive or vulgar content (i.e., porn, etc.)
- 4.11** Work attire should be appropriate (i.e., not overly revealing, stained, torn, etc.) and should not advertise another institution.
- 4.12** The A/GRLC will check their mailbox in their community office every weekday, unless they are on approved leave.

- 4.13** The A/GRLC should always ensure that the desk, their office, the resource room, the main office, etc. are secure when leaving. Do not leave sensitive information/documents unattended.
- 4.14** The A/GRLC will assist with tasks and responsibilities that may be necessary for addressing COVID-related procedures. These may include but are not limited to:
- Delivering meals to students or staff in quarantine or isolation and properly using the PPE provided.
  - Administrative tasks within assigned building if building wide or campus wide quarantine takes place.
  - Working desk shifts if we are unexpectedly understaffed. This may be due to staff members being out for COVID, decreased resident occupancy, increased COVID restrictions, or emergency situations.
- 4.15** At the end of the appointment, A/GRLCs must return any supply boxes, supplies, keys, cards, etc. issued to them to complete their tasks.
- 4.16** The A/GRLC will complete additional administrative duties as assigned.

### ***On-Call and Crisis Management***

- 5.0** Graduate Residential Life Coordinators, in rotation with other ARLCs, provide evening, day, holiday, weekend, and break duty responsibilities including assisting with coordination of crisis and emergency response, facility maintenance, support for undergraduate staff. In the event grad staffing numbers decrease, the remaining A/GRLCs will need to pick up additional duty shifts to ensure adequate coverage. On-call shifts are a shared responsibility amongst the grad-level staff, but there is no set number of shifts. Shifts must all be covered equitably.
- 5.1** When on call, A/GRLCs must be available to respond if a situation occurs and requires their immediate attention. The weekday on-call shift is from 8am to 5pm, Monday through Friday. A weeknight on-call shift begins at 5:00pm and ends at 8:00am, Monday-Thursday. The weekend on-call begins at 5:00pm Friday and ends 8:00am on Monday. To respond in a timely manner, A/GRLCs must remain within 15 minutes of campus, have the on-call phone in their possession, and able to always receive calls during evening and weekend on-call shifts. On-call shifts are a shared responsibility among the grad-level staff; there is no set number of shifts.
- 5.2** Duty logs should be submitted by 9:00am each morning Monday-Friday, and by 10:00am Saturdays and Sundays. Duty logs serve as a record of events, phone calls, and other communication received while on-call. The logs allow staff to be informed and follow up with concerns in a timely manner.
- 5.3** Graduate Residential Life Coordinators will be issued a master access to buildings to perform various aspects of their A/GRLC responsibilities. Keys and staff access should only be used for work-related tasks. Lost keys/cards, especially master keys, must be reported to supervisors or the Pro Staff on-Call immediately. Failure to do so may result in termination from the position. While performing work responsibilities, including being on-call, A/GRLCs are not permitted to consume alcohol or be intoxicated by any legal or illegal substance.
- 5.4** The A/GRLC may need to respond to area-wide emergency situations regardless of if they are on-call at the time, especially if they are in the area at the time of the emergency. A/GRLCs who are off-site at the time may be asked to return to campus if an "all-hands-on-deck" crisis or emergency occurs.
- 5.5** The A/GRLC will assist with maintaining the security and integrity of the area by doing regular security and maintenance checks of common space (i.e., lounges, hallways, study rooms, suite hallways, etc.) while on duty, and submitting work orders or incident reports as needed.
- 5.6** The A/GRLC may need to follow-up with students after an incident to provide resources and support or express care and concern depending on the situation.
- 5.7** The A/GRLC will comply with all reporting and communication obligations including Clery, FERPA, Title IX, CANRA mandated reporting, etc.

### **STATEMENT OF CALIFORNIA STATE UNIVERSITY CONSENSUAL RELATIONSHIPS POLICY**

California State University prohibits employees from entering into a consensual relationship with any student or employee over whom they exercise direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority. Consensual relationship means a sexual or romantic relationship between two persons who voluntarily enter such a relationship. While sexual and/or romantic relationships between members of the University community may begin as consensual, they may evolve into situations that lead to discrimination, harassment, retaliation, sexual misconduct, dating or domestic violence, or stalking. It is a violation of the Graduate Residence Life Coordinator Agreement for any A/GRLC to engage in an amorous, dating, or sexual relationship with a student/resident or employee when one of the individuals involved has direct professional influence or is in a position to exercise authority over the other in any way. A member of Housing & Residential Life is considered to have direct professional power or be in a position to exercise authority over another individual when they are in the position to do any of the following (these are examples, but this list is not necessarily exhaustive):

- Supervise a student or staff member in any capacity, including evaluating work performance and having the ability to hire, appoint, or provide disciplinary sanctions to, including releasing, a staff member.
- Influence a student's appointment, employment, graduate assistantship, housing, or any other university activity.
- Advise students on academic and personal issues.
- Document a member of the University community for alleged violations of the Code of Conduct.
- Have access to rooms and apartments with restricted keys or cards.

Consensual relationships existing between individuals—neither of whom has direct professional influence or is in a position to exercise authority over the other in any way—are not prohibited by this policy.

Consensual relationships that may exist prior to establishing a direct authority relationship or that exist after establishing a direct authority relationship both require disclosure. A self-report must be made to the supervisor, who may be required to divulge the relationship to their supervisor. Once the Housing & Residential Life administration learns of a romantic or sexual relationship, whether through self-reporting or otherwise, it will take immediate steps to eliminate the power or authority of the one individual over the other. This may be accomplished by reassigning duties or responsibilities or requiring withdrawal from a committee or moving one of the persons involved to another building. Both parties are equally responsible for reporting the existence of the relationship to the appropriate supervisor as soon as a direct authority relationship exists. If the individuals involved fail to comply with this policy, or if the relationship is not self-reported, this may result in progressive discipline, up to and including release from the A/GRLC position. If the A/GRLC is unsure as to whether any potential conflict exists, they should consult with their supervisor immediately.

Please refer to CSU Executive Orders 1095, 1096, and 1097. Online location: <http://web.csulb.edu/divisions/students/titleix/>

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I \_\_\_\_\_ state that I have read the above "Assistant/Graduate Residence Life Coordinator Terms & Conditions: 2023-2024." Further, I state that I understand, accept, support, and will adhere to all information contained within this document as it relates to my position as the A/GRLC. I understand that this appointment is contingent on successfully meeting the GPA requirements (3.0) at the end of the spring semester and remaining in good standing with the department and the university.

As outlined in the Housing License Agreement and referred to in section 1.4, I understand that I must complete all required immunizations prior to moving into my assigned space and beginning the position.

As stated in section 1.0 of this document, I understand that I may be released from the A/GRLC appointment at any time for unsatisfactory performance, breach of contract/agreement, or if a decrease in residence hall occupancy or functionality requires hall closings and/or staff reductions or relocations.

In the case of release due to job performance, I have the right to appeal the release decision in writing to the Executive Director of Housing & Residential Life or their designee. A written appeal is the only way to appeal and it must be received by the Executive Director of Housing & Residential Life or designee no later than three (3) business days from the date of release. Early departure from the A/GRLC position will result in the tuition stipend being rescinded in its entirety and the grad being responsible for its repayment.

If, after accepting this appointment, I elect not to assume my duties or find that I am not able to perform the duties, it is my responsibility to immediately notify my supervisor, in writing, that I am resigning from the Graduate Residence Life position. Early departure from the A/GRLC position will result in the tuition stipend being rescinded in its entirety and the grad being responsible for its payment. I understand that this agreement is subject to the availability of funds and may be canceled if funds are not available or if the residence hall(s), or a part thereof, is closed.

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Graduate/Assistant Residence Life Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_

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Associate Director Signature \_\_\_\_\_ Date \_\_\_\_\_

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Director Signature \_\_\_\_\_ Date \_\_\_\_\_