Confidentiality and Working Agreement
Residence Life Office - St. Olaf College

Title(s) Junior Counselor, Resident Assistant, Student Hall Coordinator, Building Assistant

Reports to: Area Coordinator

1) Maintain Good College Standing:
I understand that my behavior, both in and outside of Residence Life, can and does have effect on my employment as a student staff member. I understand that I must maintain good standing with the College and maintain behavior and role modeling consistent with being seen as a public figure and/or representative of Residence Life and St. Olaf College. I understand that conduct that determinately affects my standing as a Residence Life and St. Olaf College representative may result in employment action up to and including termination of my job as a student staff member.

2) Uphold Laws and College Policies:
I agree to personally observe and uphold all Residence Life and College Rules and Regulations. I understand that College Housing policies include written guidelines provided in both the Residence Life Resident Handbook and the Housing contract. I further understand that I must abide by all laws and regulations as they pertain to citizens of the community.

3) Amorous Relationships Statement:
I understand that consensual amorous or sexual relationships between staff and residents or between a supervisor and an employee may result in claims of sexual harassment, even when both parties appear to have consented to the relationship. The power differential inherent in such relationships may compromise the subordinate's free choice. When those in authority abuse or appear to abuse their power in a relationship, trust and respect in the College community are diminished. Moreover, others who believe they are treated/evaluated unfairly because of such a relationship may report claims of harassment. In the event of an amorous relationship, I understand I may be reassigned or relocated to a new community. Junior Counselors may not engage in amorous relationships with first-year students in their building.

4) Ethical Decision-Making:
I agree to maintain professionally and ethically sound relationship with residents of the assigned community, other residents, and St. Olaf Residence Life staff. This will be demonstrated through my conduct, attitude and personal ethics. I will not engage in any activity that will compromise or limit my ability to perform my student staff member duties.

5) Expectations related to Public Internet Sites or other Social Media:
I understand that St. Olaf Residence Life sees value in the use of online communities to benefit residents including creating interest groups, helping residents network with one another, to advertise College or residential community events, or maintaining an online virtual community for one's assigned residential community. I understand that further St. Olaf Residence Life staff members will not proactively use online communities or social media to search for policy violations (by supervisors or students). Additionally, because this Employment Agreement does provide for prohibition of particular behaviors, displaying of violations of prohibited behaviors can be used in employment proceedings when brought to the attention of a supervisor.

6) Expectations related to the Use of Alcohol or Other Drugs:
I understand that St. Olaf Residence Life expectations of student staff members in regard to their personal use of alcohol and other drugs fall into three general categories of illegal conduct and the ability to perform job responsibilities.

a) <u>Illegal Conduct:</u> Illegal conduct is determined as violation of state or federal laws, St. Olaf College regulations while in the performance of responsibilities as a student staff member on campus or College property and is considered serious enough to warrant termination from the position.

b) <u>Hindering Job Performance:</u> I understand that the use of alcohol or other drugs (including medications prescribed to me) must not hinder a student staff member's ability to perform

the responsibilities of the position. This includes, for example, responding to crisis or emergency situations. Inability to perform job responsibilities due to alcohol or other drug use will result in a formal job performance review by the supervisor.

c) Time, place, and manner standard: While student staff member's actions in the residence halls and on campus are of primary concern to Residence Life, it is true that situations can occur off-campus which dramatically affects a student staff member's ability to perform the job. In situations where the ability to do the job is compromised, I understand that the appropriate personnel action will be taken and can include termination.

7) Extracurricular Time Commitment Expectations:
I agree to gain prior approval from my Supervisor to engage in any major extracurricular time commitment(s), including, but not limited to a second job that requires 10 hours or less commitment, internship, executive board positions in a college or community organization, participation in intramurals or College athletics.)

8) Dates of Agreement:
I understand I will be able to move into my room on dates in August specified by the Assistant Director of Residence Life. I will remain until my appointment ends which is typically until 5pm on the day after closing. Permission to leave early can be granted only by the Assistant Director of Residence Life. I understand that my appointment includes fall semester, interim, spring semester and college breaks.

9) Evaluations and Terms of Working Agreement:
I understand that I will be evaluated on a formal basis once each semester by my supervisor. I understand that I may be placed on probation or dismissed should I become involved in behaviors resulting in discipline action, fail to meet all stated expectations of the Office of Residence Life and/or violate St. Olaf College policies, state or federal regulations.

10) I understand and respect the importance of confidentiality within the Residence Life student staff position. I agree to uphold the confidentiality standard set forth by the Residence Life Office. It is important that as a student staff member I realize that information obtained in staff meetings, via e-mail, or from Residence Life should not be discussed or shared with or around other students. I understand that a breach of this agreement will subject me to disciplinary action, up to and including dismissal from my student staff position.

I hereby accept responsibility for the fulfillment of said duties and responsibilities of a Residence Life Staff Member under the direction of the supervising Area Coordinator and the Office of Residence Life at the St. Olaf College.

_____ _____
Staff Member Signature Date

_____ _____
Printed Name Position / Hall

Copy: File in Residence Life Office