



Graduate Residence Life Coordinator: 2021-2022

Terms & Conditions

IMPORTANT DATES AND EVENTS

July 9-11 th , 2021	Move-in to GRLC apartments is the weekend
Monday, July 12 – 31, 2021	GRLC Training
Monday, August 2 - 14, 2021	Resident Assistant Training
Wednesday, August 18, 2021	Move in Day (8am – 2pm)
Thursday, August 19 – Sunday, August 22, 2021	Beach Days
Monday, August 23, 2021	First Day of Classes
Monday, September 6, 2021	Labor Day (<i>All day duty</i>)
Thursday, November 11., 2021	Veterans Day (<i>All day duty</i>)
November, TBD, 2021	Homecoming/Family Weekend
Saturday, November 21 - Sunday, November 29, 2021	Fall Break (<i>Break Duty Coverage</i>)
Sunday, November 29, 2021	Residence Halls re-open at 10am
Friday, December 10, 2021	Last Day of Classes for Fall Semester
Monday, December 13- Saturday, December 18, 2021	Final Exams
Saturday, December 18, 2021	Fall Semester Finishes
Saturday, December 18, 2021:	Residence Halls Close at 11am
Sunday, December 19, 2021	RA Winter Release for Break at 3pm
Sunday December 19, 2021 – January 3, 2022	GRLC Winter Break Duty
Monday, December 20, 2021	GRLCs not working winter break are released after 5pm (<i>PCard Packets due before departure</i>)
January 3- 7, 2022	GRLC Winter Training
January 9, 2022	RAs Return for Winter Training
January 10 – 14, 2022	RA Winter Training
Sunday, January 16, 2022	Residence Halls Open at 10:00am
Monday, January 17, 2022	Campus Closed for MLK Day (<i>All day duty coverage</i>)
Tuesday, January 18, 2022:	Spring Semester Begins
Saturday, March 26, 2022	Spring Break, Residence Halls close at 11am
Saturday, March 26, 2022	GRLC Spring Break Release at 5pm (<i>Except those working Spring Break</i>)
March 26 – April 2, 2022	GRLC Spring Break Duty
Saturday, April 2, 2022	GRLC Return by noon
Sunday, April 3, 2022	Residence Halls Open at 10:00am
Friday, May 6, 2022	Last Day of Classes for Spring Semester
Friday, May 6, 2022	End of Year Banquet (<i>tentative</i>)
May 9-18, 2022	Final Exams
Saturday, May 14, 2022	Residence Halls Close at 11 am
May 17 – 20, 2022	Commencement Ceremonies (<i>tentative</i>)
Friday, May 20, 2022	Residence Halls Close for all students at 11am
Tuesday, May 31, 2022	End of GRLC Position

Please note that these dates may be subject to change if departmental or university needs arise, especially amid the COVID-19 crisis. 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 a Graduate Residential Life Coordinators at California State University, Long Beach. The 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 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 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. A GRLC who is on performance probation at the time reappoints are made will not be eligible to return the following year. The 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.
- 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, 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 GRLC. 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 with them in the halls. Pets are not allowed on campus; however, Emotional Support Animals and Service Animals are permitted if the appropriate processes for approval are met and the animal is registered to the 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. Having a documented COVID-19 vaccination may be a requirement of the position prior to or during the appointment period.
- 1.5 Graduate Residential Life Coordinators is 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 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 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 GRLC is not authorized to represent CSULB HRL and that any statements made are solely the GRLC's personal opinion and not a representation of CSULB HRL.
- 1.6 GRLCs have a duty to report for the University regarding any Title IX concerns that they become aware of at any time. GRLCs are also Campus Security Authorities (CSAs) and have a responsibility to report crime statistics under the Clery

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

1.7.2 Underage Staff

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

1.7.3 Staff over 21

- The GRLC will not possess/consume/distribute marijuana on university property per federal law as CSULB is federally funded.
- The GRLC will not accompany any underage staff members or students to a bar or party and consume alcohol.
- The GRLC will not purchase or supply alcohol for persons under 21.
- The 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 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 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 GRLC will maintain a positive working relationship with their supervisors, showing respect for them as supervisors and as people.
- The GRLC will keep their supervisor informed of relevant issues in a timely manner, provide feedback appropriately, and accept feedback in professional manner.
- The 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 with the parties involved.
- The GRLC will not participate in any behavior that may be construed as undermining to the department or University.
- The GRLC will engage collaboratively with their colleagues, campus partners, and supervisors to resolve interpersonal conflicts.
- The 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 GRLCs are role models and representatives of California State University Long Beach and the Housing & Residential Life on-campus, off-campus, and in on-line communities (e.g., Facebook, Instagram, Twitter, TikTok, etc.). GRLCs are expected to demonstrate good judgment and ethical behavior in all areas. GRLCs are expected to follow the policies that they enforce. This includes expectations outlined in 2.3 and applies to the entire period of appointment, including when the halls are closed. Decisions made by GRLCs can affect their ability to be respected and to fulfill their responsibilities. Violations of policies can and will result in removal from the GRLC position and from the housing assignment provided to staff.

RESPONSIBILITIES

Responsibilities for the 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 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. 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 GRLC will be expected to further their personal mediation/conflict resolution skills and familiarize themselves with campus resources to facilitate successful roommate/suitemate mediations in the college.
- 2.2 The 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 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 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 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 GRLC will utilize the meal plan to promote community development by having lunches with RAs, student leaders, and residents in their community.
- 2.6 The GRLC will encourage understanding, acceptance, and promote inclusive communities.
- 2.7 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 GRLC should encourage better understanding of cultural diversity and individual differences in their communities and on campus.

Training, Meetings, and Communication

- 3.0 The GRLC is expected to participate and actively engage in **all** mandatory training prior to the beginning of both the fall and spring semesters. The 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 GRLC Training Dates: **July 12 – August 2, 2021**
 - Spring GRLC Training Dates: **January 4 – January 7, 2022**
 - Fall RA Training Dates: **August 3 – August 17, 2021**
 - Spring RA Training Dates: **January 10 – January 14, 2022**
- 3.1 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 when the halls close.
- 3.2 GRLCs will return to campus early to assist with opening responsibilities and stay late to assist with closing. 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. 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 Graduate Residential Life Coordinators will reserve the following Fridays from **3:30-5:30 P.M.** for All-College staff meetings. These meetings are for continued training and development, presentations from campus partners, and a time for staff to connect.
 - **Friday, September 4, 2021**

- **Friday, October 2, 2021**
- **Friday, October 23, 2021**
- **Friday, November 13, 2021**
- **Friday, December 4, 2021**
- **Friday, February 5, 2021**
- **Friday, March 4, 2022**
- **Friday, March 25, 2022**
- **Friday, April 15, 2022**
- **Friday, May 6, 2022** – End of Year Banquet

- 3.4** 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 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 GRLC staff meetings are held for up to 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.

Administration and Operations

- 4.0** 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 GRLCs to have additional employment, fieldwork, or practicum hours for the duration of the appointment. Fieldwork/practicum opportunities within HRL may be permitted with prior approval from both the HRL Department and the GRLC's academic program.
- 4.1** The GRLC is expected to participate and actively engage in mandatory training each semester. During training periods 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. GRLCs are not permitted to take any classes (at CSULB or elsewhere) during training periods. When classes are not in session, the 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 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, RCC 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** 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 GRLC will oversee the thorough and timely completion of administrative duties by RAs and student leaders (e.g., RHA, RCC, 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** The 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 GRLC is required to check their email every business day unless on approved leave. GRLCs must notify supervisors immediately if they have issues with their -SA email or their email is compromised/hacked.
- 4.6** The GRLC must be good stewards of departmental and university resources and supplies and must use them appropriately. Although 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 GRLC is unsure if they have or need permission, they should ask their supervisor for clarification.

- 4.7 The GRLC will check their mailbox in their community office every weekday, unless on approved leave.
- 4.8 The GRLC will complete additional administrative duties as assigned.

On-Call and Crisis Management

- 5.0 Graduate Residential Life Coordinators, in rotation with their peers, are required to serve on-call. This on call coverage includes school breaks and holidays. When on call, RCs must be available to respond if a situation occurs requires their immediate attention. A 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. Weekend on-call begins 5:00pm Friday and ends 8:00am on Monday. To respond in a timely manner, 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.
- 5.1 Duty logs should be submitted by 8:00am 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.
- 5.2 Graduate Residential Life Coordinators will be issued a master access to buildings to perform various aspects of their 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, GRLCs are not permitted to consume alcohol or be intoxicated by any legal or illegal substance.
- 5.3 The 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. 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.
- 5.4 The 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.
- 5.5 The 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.
- 5.6 The 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 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 GRLC position. If the 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/>

I _____ state that I have read the above “Graduate Residence Life Coordinator Agreed Upon Terms and Conditions of Employment 2020-2021.” Further, I state that I understand, accept, support, and will adhere to all information contained within this document as they relate to my position as the GRLC. I understand that this appointment is contingent on successfully meeting the GPA requirements 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 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 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.

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. 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.

signature required upon appointment

Graduate Residence Life Coordinator Signature Date

Associate Director Life Signature Date

Director Signature Date