

As an employee of Residential Education, Community Managers (CMs) contribute to the mission of the University of

- J. I understand that I am not to use the duty phone to make personal calls or text messages.
- K. I understand that I am not to share RLOC and other professional staff personal contact information with students or parents unless otherwise instructed. I will also not share direct contact information for HSOC, FAST, COCM (after hours), and other Housing & Residential Education staff.
- L. I will follow all policies and protocols outlined in the 2024-25 Residential Education Crisis Manual. This includes immediate communication with my supervisor or Residence Life On-Call (RLOC) about student or community concerns.

I understand that I share responsibility for staff coverage during break periods, university closures, and holidays when residence halls and Greek Village are open, such as November Break, Winter Break, Spring Break, etc.:

- A. I understand that Greek Village is open year-round. Before making plans, all vacation/travel requests must be approved in advance by my supervisor. This includes plans during university holidays and breaks. If I depart from Greek Village prior to completion of my duties and before being officially released from my supervisor, I understand this may lead to disciplinary action up to and including termination.
- B. I understand that I may not leave before _____ at the end of spring semester, and until all my closing responsibilities are complete and/or I am excused by my supervisor.
- C. Residential Education operates several 12-month residence halls, including Greek Village. As an employee of Residential Education, I may be asked to serve in an on-duty capacity during university holidays, university closures, and break periods. This includes **November** Break, Winter Break, Spring Break, etc.
 - i. When serving on-duty during break periods, I will

- iii. Student Staff are not to enter a resident's room without that resident or a professional staff member present, unless directed to do so by a professional staff member. Any violation of this policy may result in immediate termination.
- iv. Keys should only be taken out when necessary and returned immediately after use. Lost keys may result in progressive discipline, up to and including termination, and/or referral to Office of Student Conduct and Ethical Development. The student staff member may also be responsible for cost associated with the lost key(s).
- v. KeyTrak lanyards must be worn around the neck at all times.

- A. I recognize that the CM position is security-sensitive and therefore requires successful completion of a background check prior to being hired.
- B. I understand that I must commit to a full academic year, and I do not intend to graduate prior to the conclusion of this agreement (May 2025).
- C. FERPA & Buckley Waiver: I authorize ~~and~~ consent to the release of my records which shall include my GPA, confirmation of enrollment, and conduct status at the University of South Florida for the purpose of verifying my qualifications for a Community Manager position.
- D. I understand that I am responsible for information to which I have access. This may involve following office policies regarding security access to paper documents, computerized files, student information, keeping printouts in locked cabinets (i.e. Room Condition Reports, rosters, etc.), periodically updating passwords, and ensuring that computer

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

I understand that my financial aid package may be impacted by CM compensation. I will contact the Financial Aid Office directly at (813) 874-4700 with specific questions about the impact of this position on my financial aid package.

I understand and agree to the expectations listed in this 2024-25 Community Manager (CM) Agreement.