

Summer Housing Assistant

Terms and Conditions of Appointment

I. Time Commitment

- a. The SHA position begins **May 8, 2011** * and ends August 13, 2011. (* I-house desk coverage begins May 8th)
- b. All SHAs will participate in mandatory training and in-services as determined by the Office of Residence Life.
- c. SHAs will be expected to work at least 12 hours per week (30 if living on campus) but no more than 40 hours per week.
- d. SHAs may not accept additional time commitments during the appointment period, unless approved **in advance** by the Assistant Director of Residence Life. The SHA position is considered priority over any approved additional time commitment (with the exception of academic based classes).

If living on campus:

1. SHAs will live in the assigned spaces for the duration of the appointment, though may need to move/relocate in early August to their Fall 2011 assigned room.
2. SHAs are permitted time off throughout the summer with advance approval from their supervisor. Professional and personal reasons count as time off. Overnight absence from the hall will be considered "time off." Approval for time off in August will be limited.
3. SHAs living on campus are required to perform at least one program, and duty rounds.
4. Ten of the hours worked each week are considered payment for the room rent.

II. Academic Standards

- a. A SHA must have attained a minimum cumulative 2.30 G.P.A. at the time of application.

III. Remuneration

- a. An hourly rate of \$7.30 for shifts worked regardless of living accommodations.
- b. If a SHA living on campus is unable to complete the terms of appointment for any reason (e.g., termination, resignation), he/she will be charged on their University of Toledo bursar account if they remain in summer housing. The amount charged to the bursar account will be calculated using the amount of remuneration received and the pro-rated portion of unfulfilled responsibilities.

IV. Termination

The Office of Residence Life may terminate employment under the following circumstances:

- a. Failure of a staff member to carry out responsibilities and/or terms and conditions of his/her appointment.

- b. On-campus or off-campus conduct deemed inappropriate for a University staff member, which includes violations of Residence Life, the Student Code of Conduct, and/or other University policies.
- c. Funding for the position becomes unavailable.