



RESIDENT ASSISTANT HIRING MANUAL

Rev. 05/07

RETURNING RAs

Recommendation of Employment

Submit Recommendation of Employment to the Human Resources office as early each semester as possible.

Appointment dates: two weeks prior to the start of classes to the week following final exams.

Work phone number: where the student may be contacted.

Work building: where the student is working.

Employee ID: the student's W number.

Type: RHD, RM2, RM1, RA5, RA4, RA3, RA2, RA.

Salary: refer to the salary schedule for the designated position.

Driving: for Southeastern.

No other supporting documents are required for a returning RA.

FIRST-TIME RAs

Recommendation of Employment

Submit Recommendation of Employment to the Human Resources office as early each semester as possible.

Appointment dates: two weeks prior to the start of classes to the week following final exams.

Work phone number: where the student may be contacted.

Work building: where the student is working.

Employee ID: the student's W number.

Type: RHD, RM2, RM1, RA5, RA4, RA3, RA2, RA.

Salary: refer to the salary schedule for the designated position.

Driving: for Southeastern.

Attach:

Resident assistant application and background check authorization.

Verification of Personal References, including international students.

Submit the entire package to Human Resources.

Orientation

Advise all new resident assistants that they are required to attend an orientation session—usually during the first work week.

Student must bring to orientation the following:

the original and a Xerox copy of their:
driver's license
social security card
and
a voided check for direct deposit

International student must also bring a work permit (from Josie Mercante) and the original and a Xerox copy of their:

passport	visa
I-94	I-20
social security card, if available	

ADDITIONAL DUTIES

Additional duties may be performed by students who were RAs the previous semester and will be RAs the following semester. A student who graduates or resigns the position is not eligible.

Additional duties may be performed during breaks between semesters and holidays during the semester.

Prior to the end of the semester, the director must submit a 5.01P for each student for additional duties.

5.01Ps will be returned to the department for final approval on the end date of the additional duties.

Compensation for additional duties will be included in the next regular bi-weekly check.

CHECKOUT PROCEDURE

Exit check-out forms must be completed for each resident assistant leaving his/her position, whether no longer eligible, resigning or graduating.

Any keys that may have been issued must be returned.

Students must certify their time.

If the checkout form is not completed and/or time is not certified, a hold will be placed on the RAs last paycheck and/or transcript.

MISCELLANEOUS RA INFORMATION

Resident assistants' period of employment each semester is the two weeks prior to the start of classes until the week following finals. **This is a mandatory work schedule.**

RAs are not required to take a lunch break, even when working a full eight-hour day, but must clock out and in when taking a lunch break.

RAs scheduled to work four successive hours may take a 15-minute paid break and are not required to clock out and in for this break.

Human Resources must be notified as soon as possible when a RA resigns or is terminated.

RAs can hold only one campus job during a semester. They may not serve as an RA and in another campus position.

RAs may **NOT** work as student workers during the breaks due to pay period conflicts.

International students cannot, by law, work in excess of 20 hours per week. Hours missed can be made up **during the week** the hours are missed but not during another week.

For citizen students, hours missed can be made up **during another week** but never in excess of 40 hours per week.

Working in excess of 40 hours can result in the student losing FICA exemption.

RAs cannot be paid for time not worked.

RAs must certify their time at the end of each pay period.

Refer to the Payroll Calendar for bi-weekly pay dates.