



**Residence Life
Residence Don Job Contract
2015-2016**

Please return this form by 12 noon, Tuesday, March 10, 2015 to:

Residence Life Office
Room C110, Victoria Hall
Queen's University
Kingston, Ontario
K7L 3N8

Name: _____

PLEASE CHECK ONE BOX AND SIGN WHERE APPROPRIATE:

I accept the appointment offered to me as a Don in Queen's University Residences for the upcoming 2014-2015 academic year. My start date is: **August 24, 2015.**

AGREEMENT

I acknowledge having been given the opportunity by Residence Life to have any questions or concerns regarding the attached job description satisfactorily answered. I hereby agree to the terms outlined in the job description attached and accept the position of Residence Don for the 2015-2016 academic year.

Signature and Date: _____

I decline the appointment of Don for the 2015-2016 academic year.

Signature and Date: _____

QUEEN'S UNIVERSITY RESIDENCES

2015-2016 DON JOB CONTRACT

JOB SUMMARY

A Don is a member of the Queen's community hired by the Department of Residence Life to mentor, support and compassionately challenge residents, while serving as a resource to them. Becoming a Residence Don provides a rewarding experience, not only in impacting the student experience on-campus, but opportunities to develop and hone a wide array of skills. The Residence Life Department is committed to providing a supportive, safe and positive environment, where both our residents and staff members can learn and grow. The Residence Don position is a live-in, part-time position and the role consists of, but is not limited to:

- advising students on personal and academic matters, and making appropriate referrals to University or community services;
- mediating disputes and providing a "first response" to emergency or crisis situations;
- facilitating educational and social programming that meets the needs of residents;
- promoting a sense of belonging and facilitating inclusive community development;
- supporting house team members;
- ensuring that Residence Rules and Regulations are communicated and upheld, which includes conducting front-line intervention and reporting;
- maintaining building safety and security by participating in a rotational on-call system, primarily in the evenings/overnight (frequency varies by building, but averages 1-2 nights/week and 2 full-days during 22-hour quiet hour periods at exam time).

ELIGIBILITY: A DON MUST:

- a) be a student enrolled full-time¹ in both the fall and winter semesters, in accordance with the guidelines outlined by the Registrar's Office (if a student, a don must meet the Registrar's Office minimum registration fee deadline);
OR
be a staff or faculty member of Queen's University, employed in an appointment lasting at least until the end of the 2015-2016 academic year, in which the weekly hours do not exceed a **maximum** of 30 hours per week;
- b) have no less than one (1) year of post-secondary experience;
- c) participate in all required training, including being available and able to participate in our full-time training program from **August 24th to September 5th 2015**. Please note that negotiating time off to accommodate for these dates with your other employer(s) is the responsibility of the employee;
- d) be legally entitled to work in Canada, or possess a valid student visa;
- e) submit a satisfactory Canadian Police Information Check (CPIC) and Vulnerable Sector Check prior to **July 10, 2015**; it is your responsibility to maintain a clean CPIC and Vulnerable Sector Check for the duration of your employment in this role with Queen's. Any lapse may have implications for your continued employment status. The University can require that you produce a new Letter of Clearance at any time. In addition, you are also required to immediately disclose to the University

¹ **Definition of full-time student:** A full-time student has a course load of 80% or more of a normal full-time course load. Program of study and year of study will determine the normal full-time load.

any occurrence and/or circumstance(s) that might impact your ability to receive a clear CPIC or Vulnerable Sector Check.

- f) not have been found responsible for a Level 3 violation of the Residence Rules and Regulations;
- g) have demonstrated a CGPA that reflects academic performance is in Good Standing for their Faculty in the 2014-2015 academic year. The don must maintain this minimum average during the don contract. Residence Life reserves the right to check a dons academic status with the Registrar's Office;
- h) hold a valid and current certificate for Emergency First Aid & Heart Saver "A" CPR (minimum). The certificate must be valid for the duration of the Don contract, and a copy must be provided to the Residence Life office prior to **July 10, 2015**;
- i) not participate as a 2015 Faculty Orientation Leader;
- j) not exceed a maximum of ten (10) hours per week spent on co-curricular activities. Any involvement over ten (10) hours per week must be approved by the Residence Life Coordinator. Don responsibilities, such as on-call shifts and attending weekly team meetings, must take priority over additional co-curricular activities;
- k) live in residence, and be eligible to live in residence, throughout the entire term of employment

KEY RESPONSIBILITIES AND DUTIES

Staff Training and Development: Dons must:

- a) **attend and participate in Residence Don Training, from August 24th to September 5th, 2015.** This mandatory program includes weekend and evening sessions and is designed to help orient staff to their positions as well as acquire knowledge and skills necessary for the position;
- b) attend mandatory ongoing professional development sessions (generally two (2) to three (3) per term, each approximately two (2) hours in length), and others that may from time to time be required in response to emergent campus issues.

Orientation Week: Dons will:

- a) assist with Orientation Week and Move-In weekend. This involves greeting students and parents, providing assistance and leading residents through all University orientation events (generally, the first 2.5 days of Orientation), being available for the entire weekend prior to Labour Day for preparation and organization, being available, visible, and approachable to residents during the evenings of faculty orientation, and supporting and leading any First-Year Transition activities scheduled during Orientation Week in support of the Student Experience Office and the Student Academic Success Services (if applicable).

Peer Support: Dons will:

- a) establish positive relationships with residents by being available, visible and approachable in their residence community. It is important to be available for as many evenings and weekends as possible, either on an "open door" basis, or by having set hours of availability. Dons should eat in the residence dining halls with residents regularly throughout the academic year;
- b) ensure advance approval from their Residence Life Coordinator for time away from Residence. Please note that there will be some periods of time (communicated a minimum of two weeks in advance) when time away will not be approved (e.g. Alumni Weekend);
- c) provide residents with information and assistance in dealing with personal, academic, and administrative concerns, and make appropriate referrals;
- d) develop positive working relationships with fellow staff members;
- e) mediate roommate/floor mate conflicts;

- f) foster healthy working relationships with the professional staff, organizations, partners and offices that coordinate Residence life, Residence Services and Student Affairs;
- g) assist in handling emergencies, in partnership with other residence officials, Campus Security and/or other campus partners as applicable;
- h) work within residence policies and take direction, as necessary, from Residence Life Professional Staff and partners in Health, Counseling and Disability Services.

Community Development and Educational Programming: Dons will:

- a) facilitate positive and respectful community development among residents;
- b) plan community-building activities based on resident needs, which also promote reflection and learning, as specified in the Don Manual;
- c) Dons receive a per-student allowance as financial support for community development and educational programming. Accurate details of expenditures must be maintained and reconciled regularly and submitted to their Residence Life Coordinator;
- d) participate in a rotational, on-call system as described in don manual;
- e) communicate all facility concerns and damages to the appropriate Front Desk Representative or Residence Life Coordinator [e.g. blocked toilet, broken ceiling tiles];
- f) promote building respect and pride;

Residence Rules and Regulations: Dons will:

- a) educate residents about Residence Rules and Regulations (ResRules) and their importance;
- b) ensure that ResRules and Regulations are maintained, which includes conducting front-line intervention and reporting incidents through the appropriate channel(s);
- c) assist and support respondents in completing their assigned educational sanctions;
- d) where possible, and when requested, attend Residence Conduct Board hearings.

Departmental Administration: Dons will:

- a) read and be familiar with the information included in the Don Manual, Residence Rules & Regulations, and any other material distributed by the Residence Life Department;
- b) attend weekly staff meetings, and bi-weekly one-on-one meetings with their Residence Life Coordinator;
- c) use the Residence Life database (eRezlife) and check e-mail regularly, to stay up to date on news and communications from the Department and to thoroughly document work, including submitting individual reports concerning incidents or problems as needed and a weekly log sheet;
- d) assist in the student staff recruitment and selection process;
- e) assist in administering surveys and feedback processes as directed by the Residence Life Office;
- f) keep posters and information updated on residence floors;
- g) under the guidance of Residence Life Management, support and assist in coordinating efforts to ensure building safety, security and maintenance in the event of a work stoppage.
- h) perform additional duties as required by Residence Life Professional Staff

TERMS OF EMPLOYMENT

- a) Dons are supervised by and report directly to their building's Residence Life Coordinator.
- b) The terms of appointment cover the duration of staff training, **beginning August 24th, 2015** and the entire academic year, including all long weekends and Reading Week. Staff remain in residence until Residences close in December and April/May. Staff must return to Residences from the winter break on the Sunday before classes resume in January.
- c) Dons require advance approval from their Residence Life Coordinator for time away from Residence. Time away requests will typically be denied during designated dates in December and

April exam periods, and minimal other dates/weekend such as Alumni Weekend. Such dates/periods will be communicated to staff a minimum of two weeks in advance.

- d) Dons must abide by the policies and procedures as outlined by Queen's University Residences, the Residence Rules & Regulations and the Queen's University Student Code of Conduct.
- e) Romantic/intimate relationships with residents in the don's building of responsibility are strongly discouraged because the Don's role, as someone who enforces ResRules and helps others (providing para-counselling, listening to personal and confidential information, witnessing vulnerabilities, and so forth), creates a power imbalance in the relationship.
- f) Any inappropriate conduct by a Don is a violation of a position of authority, and may result in dismissal (*please refer to the Dismissal section of this contract for more details*).
- g) An administrative fee of \$325 will apply to any staff member who accepts the position and then resigns or does not meet the eligibility requirements after **July 10th, 2015**. Resignations due to academic requirements may be exempt, and students will be required to submit a copy of their acceptance letter.
- h) Residence Life Management reserves the right to revise the terms of employment, the eligibility requirements, and the duties and responsibilities of Dons to meet the needs of unexpected developments.

REMUNERATION

- a) Remuneration for a Don Position will be the current value of a single room and a meal plan as defined by Residence Life. Accommodation and meal plan will expire at the end of this contract or upon dismissal / resignation from the position.
- b) Residence Student Government Fees will be paid by the Residence Life Department.
- c) ResTel telephone service is provided. You are responsible for all long-distance/directory-assistance charges to your phone number. Your phone number will be listed in some residence publications.
- d) ResNet services will be provided.

EVALUATION

- a) The performance of Dons will be regularly evaluated. This evaluation process will include, at a minimum, a student feedback survey and an assessment of performance by the Residence Life Coordinator.
- b) When performance is perceived to be below standard, the matter will be addressed confidentially, in a timely manner, between the Don and the Residence Life Coordinator.

DISMISSAL

- a) A Don may be dismissed for a number of reasons, including:
 - inappropriate conduct (e.g. physical assault, criminal activity or charges, etc.);
 - being named as a respondent in a sexual harassment case, (or harassment based on any grounds protected by human rights);
 - failure to meet expectations as outlined in a probationary letter;
 - being documented for a Level 2 or 3 offence in the Residence Rules and Regulations;
 - failure to meet or maintain the eligibility criteria. Residences will verify enrolment status and eligibility of all Dons prior to the start of contracts and at any time thereafter until the completion of the contract.
- b) Should it become necessary to examine the possibility of termination or reassignment of a Don, the Residence Life Coordinator and the Manager of Residence Life will make the decision in accordance with the Residence Don Dismissal Policy.