

Columbia Basin College

Residential Life Professional Staff Live-In Agreement

Assistant Director for Residential Life

Purpose

The Assistant Director for Residential Life (“Assistant Director”) serves in a unique dual-capacity role as both a full-time professional staff member and a live-in member of the residential community. As a condition of employment, the Assistant Director is provided an on-campus housing assignment (rent and utilities provided) to support the operational, supervisory, and emergency response functions of the Residential Life program, including the majority of on-call shifts. The on-call schedule will be determined in advance on a quarterly basis by the Assistant Dean for Student Conduct & Student Life, with input from on-call employees.

Because of the nature of this live-in assignment, the Assistant Director is held to heightened professional expectations and standards of conduct. This Agreement outlines the terms, responsibilities, and conditions associated with residing in College-provided housing and serving in this role.

This Agreement supplements, and does not replace, Columbia Basin College policies, Residential Life policies, employee standards of conduct, and any applicable federal, state, or local laws.

I. Condition of Employment and Housing Assignment

1. Residence in the assigned campus housing unit is a required condition of employment for the Assistant Director for Residential Life position.
 2. The Assistant Director must maintain eligibility to reside in College housing throughout the duration of employment.
 3. Occupancy of the assigned housing unit is limited to three (3) approved occupants in accordance with Residential Life occupancy standards and College housing policies. All residents over the age of eighteen (18) must successfully complete a background check.
 4. The housing assignment is directly tied to active employment in this role and is provided for operational purposes, including but not limited to emergency response, staff supervision, on-call shifts, and community support.
 5. Separation from employment, voluntary resignation, termination, reassignment, or removal from the Assistant Director role will result in the termination of the housing assignment and require the employee and all occupants to vacate the assigned unit within 72 hours of the end of employment, or by a mutually agreed upon deadline.
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II. Professional Standards of Conduct

The Assistant Director is expected to conduct themselves in a manner consistent with the values, mission, and professional standards of Columbia Basin College.

This includes, but is not limited to:

1. Demonstrating professionalism, sound judgment, and ethical decision-making at all times.
 2. Serving as a role model for students by upholding community standards and College policies.
 3. Maintaining appropriate professional boundaries with residents and student staff.
 4. Conducting oneself in a manner that promotes trust, safety, and respect within the residential community.
 5. Complying with all College policies, Residential Life policies, and applicable laws and regulations.
 6. Maintaining confidentiality in accordance with FERPA, institutional policies, and professional standards.
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III. Community Presence and Operational Availability

Due to the live-in nature of the position, the Assistant Director is expected to maintain an active and visible presence within the residence hall community.

Responsibilities include:

1. Being accessible and available during designated work hours.
 2. Participating in the departmental on-call rotation and responding to after-hours emergencies and critical incidents as required.
 3. Maintaining regular engagement with residents, student staff, and community activities.
 4. Supporting residence hall opening, closing, move-in, move-out, and break-period operations.
 5. Participating in required staff meetings, training sessions, and departmental planning activities.
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IV. Residential Unit Expectations

The Assistant Director's assigned residential unit is considered part of the residential community and is subject to applicable College and housing policies.

A. Approved Occupants and Household Responsibility

1. Any individual residing in the assigned housing unit, whether spouse, domestic partner, dependent, family member, or other approved occupant, must be disclosed to and approved by the College in accordance with Residential Life occupancy standards. All occupants over the age of 18 will need to successfully pass a background check before being permitted to reside in the assigned unit.
2. The Assistant Director assumes responsibility for ensuring that all approved occupants understand and comply with College policies, Residential Life policies, and community expectations applicable to the residential environment.
3. The conduct and behavior of approved occupants may impact the Assistant Director's housing eligibility and employment standing when such conduct:
 - disrupts the residential community;
 - creates safety concerns;
 - violates College or housing policies; or
 - interferes with the Assistant Director's ability to perform their job responsibilities.
4. The College reserves the right to require corrective action, impose occupancy restrictions, or revoke housing privileges if an approved occupant's conduct is determined to be inconsistent with institutional expectations or detrimental to the residential community.
5. Failure by the Assistant Director to disclose occupants or address concerns related to approved occupants may result in disciplinary action, including review of housing eligibility.

B. Student Access and Professional Boundaries

The Assistant Director's assigned housing unit is a private residential space; however, because of the live-in professional nature of the role, the use of the unit for interaction with students must maintain clear professional boundaries.

Students are not permitted in the assigned unit. The Assistant Director will be assigned an office space in the residence hall that can be used at any time as needed for student visits or meetings.

C. Building Security and Exterior Access

The Assistant Director acknowledges that the assigned residential unit includes an exterior access point that may impact the overall security of the residence hall.

The Assistant Director agrees to:

1. Keep the exterior access door secured and locked when not actively in use.
2. Refrain from propping open, disabling, or otherwise compromising the security of the exterior door or associated locking mechanisms.
3. Take reasonable precautions to prevent unauthorized individuals from gaining access to the residence hall through the assigned unit or its exterior entry point.

4. Immediately report any security concerns, lock malfunctions, or unauthorized access concerns to Residential Life and/or Campus Security.
5. Failure to maintain the security of the assigned unit or exterior access point may result in corrective action if such conduct compromises the safety or security of the residential community.

D. Residential Unit Standards

The Assistant Director agrees to:

1. Maintain the assigned living space in a safe, sanitary, and professional condition.
2. Ensure that all guests comply with established guest policies and community standards.
3. Refrain from hosting activities or gatherings that violate College policy or negatively impact the residential environment.
4. Recognize that behavior occurring in the assigned unit that violates policy or disrupts the community may be subject to review and corrective action.
5. Promptly report maintenance concerns, safety issues, or other operational concerns affecting the residential community.
6. The assigned unit will be subject to inspection on an annual or as-needed basis to ensure compliance with health and safety standards, identify maintenance concerns, safety issues, occupancy concerns, and any policy compliance matters.

E. Housing Use Restrictions

To maintain the integrity, safety, and operational function of College-provided housing, the following restrictions apply to the Assistant Director's assigned unit:

1. Pets

Pets are not permitted in the residence hall.

This restriction does not apply to approved Emotional Support Animals (ESA), service animals, or disability-related accommodations as required by law and College policy. If an animal will be residing in the assigned unit, the Assistant Director must complete all required pet documentation and comply with all applicable Student Housing animal policies.

2. Modifications to the Assigned Unit

The Assistant Director and any approved occupants may not alter, modify, or make changes to the assigned unit, including fixtures, locks, appliances, walls, or structural components, without prior written approval from the Director for Residential Life and Columbia Basin College Facilities/Maintenance staff.

Any unauthorized modifications may result in corrective action and/or financial responsibility for restoration or repair.

3. Overnight Guests

Overnight guests are permitted for no more than three (3) consecutive nights or more than 10 days within a thirty (30) day period, unless prior approval is obtained from the Director for Residential Life.

All overnight guests must comply with College and Student Housing policies and may not interfere with the Assistant Director's professional responsibilities, community standards, or operational obligations.

4. Commercial Use and Subleasing Prohibition

The assigned residential unit is provided solely for the Assistant Director's personal residential use and fulfillment of job-related responsibilities.

The Assistant Director may not sublease, rent, assign, or otherwise provide occupancy of any portion of the assigned unit to any individual not approved by the College.

The assigned unit may not be used for commercial purposes, including but not limited to short-term rentals, business operations involving client traffic, or other unauthorized revenue-generating activities, without prior written approval from the College.

5. Alcohol, Tobacco, and Drugs

Tobacco, marijuana, and any non-prescribed controlled substances are prohibited in the residence hall. The Assistant Director may store and consume alcohol within their assigned unit in moderation and under lawful conditions while not scheduled to work or be on-call. Alcohol is not permitted in any other part of the residence hall.

V. Leadership and Supervisory Responsibilities

As a supervisor of Resident Advisors and a leader within the Residential Life program, the Assistant Director is expected to:

1. Provide leadership, mentorship, and accountability to student staff.
2. Establish and maintain clear expectations for staff performance and conduct.
3. Support the development, training, and evaluation of Resident Advisors.
4. Address staff concerns and performance issues in a timely and professional manner.
5. Collaborate with the Director for Residential Life to support staff success and residential community goals.

VI. Accountability and Corrective Action

Failure to comply with the expectations outlined in the Agreement, institutional policies, or the essential functions of the Assistant Director position may result in corrective or disciplinary action, up to and including termination of employment and housing assignment.

The College reserves the right to evaluate each matter on a case-by-case basis in accordance with applicable College policies, procedures, and employment practices.

VII. Acknowledgment of Understanding

By signing below, I acknowledge that I have received, read, and understand the terms and expectations outlined in this Residential Life Professional Staff Live-In Agreement.

I understand that my housing assignment is a condition of employment for the Assistant Director for Residential Life position and that failure to maintain the expectations outlined in this Agreement may affect my employment status and housing eligibility.

I further acknowledge my responsibility to uphold the mission, standards, and community expectations of Columbia Basin College while serving in this live-in professional role.

Employee Name: _____

Employee Signature: _____

Date: _____

Supervisor Name: _____

Supervisor Signature: _____

Date: _____