STUDENT STAFF BEHAVIORAL GUIDELINES

As a student staff member in Student Housing at UCI, you have a significant responsibility and privilege to serve as a role model and leader for our campus, within your community, and to our residential student population as a whole. Expectations outlined in this document become effective at the time of acceptance of the position and the Student Staff Decision Form is submitted. It is our intention as Student Housing Professional Staff to provide you with the skills, knowledge base, and support needed to facilitate your success in this role.

One of the most challenging aspects of being a student staff member is determining how choices you make or behaviors you engage in can impact your work and the residential community. Because being a role model and leader has no “start or end time,” you are expected to consider your role on staff in your decision-making processes. While we respect and value individual differences, we recognize that your behavior and choices impact both your effectiveness as a leader and role model within our residential community and our ability as a Student Housing program to serve students effectively. This includes behavior and choices you make on the UCI campus, as you are expected to abide by all university and Student Housing policies.

To that end, we are providing you with some guidelines that can assist you as you make those choices over the course of your employment. Ultimately, be aware that if at any time your behavior on or off the “job” negatively impacts the residents and/or your effectiveness as a staff member, we will need to evaluate your continued employment as a student staff member.

Below you will find a list of behaviors which we would caution you not to engage in while serving as Student Housing staff. Such behaviors can reflect poorly on you, your ability to serve as a leader and role model within the UCI campus and residential communities, and upon Student Housing as a whole.

• You are expected to abide by all university and Student Housing policies at all times. Under no circumstances is it acceptable for you to provide or purchase alcohol, Cannabis, and/or any other controlled substances for underage residents or to consume or possess alcohol if you are under 21 years of age. Regardless of age, it is prohibited to consume or possess Cannabis, and/or any other controlled substances on campus and in Student Housing. In addition, we will have no tolerance for unlawful possession, solicitation, procurement, sale, consumption or manufacture of drugs/controlled substances. At no time should you be intoxicated or under the influence while performing official duties.
• All student-employees are expected to comply with the UCI Guidelines on Discrimination and Harassment and the UC Sexual Violence Sexual Harassment Policy. If, in your capacity as an employee of Student Housing, you are alleged to have engaged in any of the following conduct listed below, Student Housing Professional Staff will work with OEOD/Title IX to determine appropriate interim measures and next steps. This may include no contact orders, stay away order restrictions, housing relocations, workplace changes, or a suspension or leave from your employment during an OEOD investigation process. For more information please see: http://www.oed.uci.edu/.

Conduct includes:
  · Sexual harassment
  · Sexual violence including sexual assault, stalking, relationship violence, or other sexual misconduct
  · Discrimination based on a protected category
  · A consensual relationship which creates a conflict of interest in your role as a staff; or
  · Retaliation against a person because of their report about you

Revised: 3.5.21
• All student staff are Responsible Employees under UCI’s nondiscrimination and sexual harassment sexual violence policies and required to report incidents to Student Housing Professional Staff for OEOD. Thus, if you learn that a student may have a concern about discrimination based on a protected basis, sexual harassment, sexual assault, stalking, dating or domestic violence, or other sexual misconduct, you must inform a Student Housing Professional Staff member immediately and you will work with Student Housing Professional Staff to file an incident report (IR) in a timely manner. Failure to provide information about a disclosure in a timely manner may result in disciplinary action by your supervisor in consultation with OEOD.

• At no time should you intentionally misuse or be neglectful in your use of University property (including but not limited to access to student information or spaces, keys/badges, duty supplies, Managed Spend Card, technological devices).

• At no time should you intentionally fail to respond when on duty, and/or misuse information gathered (FERPA) and/or known as a result of your position.

• Other than self-defense, at no time should you engage in a physical altercation. While we hope you will never find yourself in a situation that requires that you defend yourself from harm, you are not to participate in any physical confrontations. Engaging in verbal altercations is inappropriate and does not reflect our values.

We expect you to take the responsibilities of your position seriously. If you engage in any of the above behaviors or violate any of the other terms of your employment, you may be dismissed from your position.

As a role model and employee of Student Housing, one of your responsibilities is to behave in a manner reflective of our organization’s values while in your residential unit, or elsewhere on or off campus, and/or in digital spaces. We ask that you keep in mind the fact that your purpose as a staff member is to enhance and facilitate the development of our residential communities and our students. We will not tolerate behaviors that endanger the safety and security of our residents and/or raise liability concerns, such as those listed above. A decision to engage in these behaviors is likely to result in termination from your position as a Student Housing employee.

While this list is in no way exhaustive, we do hope it will help you to think about the behaviors you engage in and the choices you may make while in your position as a leader and role model in Student Housing. We take your role and the impact you have on the campus, the community, and our students very seriously; we ask that you do the same and recognize the potential you have to make a meaningful and lasting impact on the students we serve.

First Name:________________________________

Last Name:_________________________________

Lived/Preferred Name:_______________________

Signature: _________________________________

Date: _____________________________________

Revised: 3.5.21