RESIDENCE HALL SUPERVISORS

I. PURPOSE

Describes general employment conditions for Residence Hall Supervisors at Wharton County Junior College.

II. BACKGROUND AND LEGAL REFERENCES

No legal references were found in the TASB policy manual. Local references for this regulation include the following: Regulation 892: Contract and Non-contract employment; Regulation 375: Smoking and Use of Tobacco Products on Campus and Food and Drink in Libraries; Regulation 878: Alcohol and Drugs.

III. POLICY

A. The Residence Hall Supervisor (RHS) is required to reside in the supervisor's apartment located in the assigned residence hall. The RHS must be of the same gender as the dorm residents who are being supervised. The spouse of the supervisor and dependent children age 18 or under may reside in the college-provided apartment. A supervisor’s spouse must complete and clear a criminal background check prior to taking residence in the supervisor’s apartment.

B. The Residence Hall Supervisor is a full-time non-contract employee of the College. Although employment is for a 12-month period, the responsibility for supervising residents is limited to the fall and spring semesters. The supervisor's apartment and all other benefits continue throughout the year as long as he or she is employed in this position.

C. The supervisor's apartment is to be used for living arrangements only and not for outside business-related activities. The name of the college, college-owned facilities, or other college property provided to the employee may not be used for a home-based business. The RHS may secure part-time employment with another employer within 30 minutes of the campus during the fall and spring semesters if it does not interfere with the responsibilities of this position. Full-time employment may be secured during the summer months. In addition, the RHS may apply for other temporary or part-time assignments with Wharton County Junior College, for which the employee will receive additional compensation, provided (a) any such assignment does not interfere with fulfillment of duties as the RHS and (b) acceptance of any such assignment is approved in advance in writing by the Vice President of Student Services.

D. The College provides the board plan from the college cafeteria to the RHS free of charge as a benefit of employment during the fall and spring semesters. The RHS is not required to utilize the cafeteria benefits. However, no provision is made for an alternative benefit or compensation for non-utilization of cafeteria benefits. The College does not provide meals or cafeteria benefits for the spouse, dependents, or guests of the RHS.

E. The RHS may have overnight visitors during the fall and spring semesters with prior written approval of the Vice President of Student Services. With prior approval of the Vice President of Student Services, visitors may stay in the supervisor's apartment for a maximum of two weeks during the summer or holidays when students are not in residence.

F. Children (i.e., persons age 18 or under), unless dependents of the Residence Hall Supervisor, are not permitted in the supervisor's apartment or facilities of the residence hall. The Residence Hall Supervisor is responsible for damage to facilities caused by their children or guests, noise that disturbs the residents, or harm to their guests while on campus or visiting campus-owned facilities. The RHS agrees to indemnify,
defend, and hold harmless the College, its employees, and its students from any claims or damage caused by children or guests.

(POLICY APPROVAL: 8-20-97, rev. 10-19-97, Board of Trustees, amended 1-21-14)

IV. DEFINITIONS

A. **On-duty:** being physically present on site and accountable for assigned job obligations in the residence hall area, including the building, porches, and grounds of the assigned residence hall.

B. **On-call:** being physically present on campus or within 30 minutes of the Wharton campus. A cell phone must be activated at all times and must be answered in a timely manner. The on-call RHS must inspect the assigned residence hall at periodic intervals and is responsible for both the residence hall and the resident students while on-call.

C. **Off-duty:** having no restrictions other than those required of all other full-time employees of the College and not being required to answer cell phone calls.

V. PROCEDURES

A. The RHS is required to have a cell phone and answer calls in a timely manner while **on-duty or on-call**. Off-duty supervisors must make arrangement for another dorm supervisor or Residence Hall Assistant to cover their duties before leaving their dorms unattended.

B. The RHS is responsible for reporting repairs and maintenance to the Vice President of Student Services. All lock changes, security modifications, painting, remodeling, and renovations must be approved by Vice President of Student Services. The College may inventory all furnishings and inspect the general condition of the apartment, its contents, and the residence hall at its discretion.

C. The RHS is required to follow the College’s Drug and Alcohol Abuse Prevention Policy, which prohibits illicit drug or alcohol use, and Regulation 878, which states that employees shall not possess, use or be under the influence of alcohol or any alcoholic beverage during working hours. The RHS may not consume, possess, or serve alcoholic beverages on college property or in college buildings including RHS private residences (see Reg 878: Drug-Free Workplace/Drug and Alcohol Abuse Policy and Reg: 375 Smoking and Use of Tobacco Products on Campus and Food and Drink in Libraries).

D. The College may require documentation showing proof of the employee’s relationship with individuals residing with or visiting the RHS.

E. The Vice President of Student Services must be informed in writing of the names and relationship to the RHS of persons who are residing with or visiting overnight with the RHS in the residence hall.

F. The RHS must complete and sign an Apartment Condition Form prior to moving into the residence hall.

G. The RHS is expected to maintain his or her apartment in a clean, safe, and sanitary condition as an example to the resident students.

H. If the RHS resigns or is terminated from employment with the College, the apartment must be vacated no later than one week after the termination date.

I. During the fall and spring semesters:
1. The RHS is on-duty from 7:30 P.M. until 2:00 A.M. for 6 days per week.

2. The RHS is on-call from 2:00 A.M. until 7:30 P.M. for 6 days per week.

3. The RHS is off-duty one night per week (6:00 P.M. to 12:00 midnight), one day per week (8:00 A.M. to 6:00 P.M.), and one weekend every four-week period (6:00 P.M. Friday to 6:00 P.M. Sunday).

4. When the RHS is off-duty, the VPSS is responsible for notifying Director of Campus Security and Public Safety.

J. The RHS is considered off-duty during the summer months.

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