

ROOM & BOARD FOR RESIDENT DIRECTORS

PURPOSE: To provide room and board to all Resident Directors employed by the University in order to ensure continuous adult supervision in the dormitories, and the dinning commons during days, nights, and on weekends when students are in residence.

POLICY: Job responsibilities and the "continuous on-call nature" of the position require all Resident Directors be in residence throughout their employment with the University. As a result, room and board will be provided at no cost to the employee.

DATE APPROVED: July 7, 1999

REVIEWED: September 1, 2007

PRACTICES & PROCEDURES:

- I. Resident Directors, as a contingency of their employment, are required to live on campus during their employment with the University.
 - A. The Student Affairs Office shall assign Resident Directors to the dormitory, or that part of a dormitory for which they will be responsible for supervising.
 - B. The University shall provide room and board at no cost to the employee throughout their entire ten (10) month academic year appointment, and continue to extend room privileges during the two (2) remaining non-working months of that academic year. During this time the employee remains on payroll and receives a prorated salary and benefits. Board will be continued as well, but only when, and if, the dinning commons is open and serving.
 - C. The employee may be required to move into a different room and/or dormitory, if determined necessary by the Director of Summer Conferences, during the two (2) summer-break months due to the scheduling of summer conference programs.
- II. In accordance with Federal Wage and Hour laws, the value of University room and board, as determined by the University, is included in the monthly salary paid to the employee, as well as in the calculations for FICA and FIW payroll deductions.
- III. Room and board benefits will be discontinued upon termination of employment.