The following document outlines the policy and job expectations of you as an Orientation Leader at the University of California, Davis. Continued employment throughout the program is contingent upon satisfactory job assessments by supervisors and can be reviewed at any time should circumstances warrant. By signing this document you are agreeing to the standards and job expectations outlined below in addition to the responsibilities indicated on the job description.

**Time Commitment**

1. Orientation Leaders are expected to arrive on time to all work shifts. If you have an emergency that causes you to be late or miss a shift, please contact your supervisor as soon as possible. Some shifts will require weekend and late night hours.

2. Orientation Leaders are committing to all time commitments as outlined on the job description. If you require time off, please discuss with your supervisor in advance. Time off will be granted based on program/office need, workload, and staffing. **Not all time off will be granted.**

**Housing**

3. Orientation Leaders are not allowed to possess or consume alcohol or drugs in the residence halls at any time. Staff members who are not of legal drinking age are expected to not possess or consume alcohol or drugs off-campus as well. Additionally, drugs and alcohol should not interfere with an Orientation Leader’s job performance, nor should staff members engage in alcohol or drug related behaviors while being identified with the Orientation program (i.e. wearing Orientation attire, coming back to the halls having consumed alcohol). Violation of this policy and these expectations could be grounds for dismissal of employment.

4. For Orientation Leader staff, overnight guests are allowed a maximum of six nights (cumulative) for the live-in duration of Orientation. If you have a roommate, you must also have permission from your roommate in advance, if applicable. Orientation staff work very long days during Orientation and having overnight guests should not be a distraction to completing job responsibilities for the position (i.e., waking up early for shifts, being on-time for sessions, being alert and awake, etc.). All guests (and their behavior in the residence halls) are the responsibility of the sponsoring staff member. Overnight guests should be the occasional exception, not the norm. Orientation reserves the right to adjust or change the guest policy as needed.

**Conduct and Professionalism**

5. Orientation Leaders complete their job duties in a very public domain and are viewed as representatives of the University. Orientation Leaders are required to wear professional and/or Orientation attire throughout the program and/or training. Orientation clothing cannot be altered in any way. Orientation Leaders are expected to adhere to the Student Housing dress code. Appropriate dress code is subject to the discretion of professional staff.

6. Continued employment throughout the program is contingent upon satisfactory job assessments by supervisor and can be reviewed at any time should circumstances warrant.

7. All OSD members have a “Duty to Report” all crimes and/or violations of policy, as well as incidents related to injury, medical emergency, and mechanical/equipment malfunctions (ex: elevators) that occur in and around all Student Housing & Dining Services managed/operated space. Confront participants and staff who impose upon community standards and/or violate Student Housing & Dining Services and/or University policies, referring students to the Office of Student Development in Student Housing & Dining Services as necessary.
8. All Orientation Leaders are expected to create a welcoming and inclusive atmosphere for all participants. And, it is imperative that Orientation Leaders recognize and respect the boundaries of a working relationship with both staff and participants; specifically, staff should never socialize outside the program with participants. Personal relationships between staff should not interfere with the working environment or be visible while on shift.

9. Orientation Leaders serve as role models for the Orientation program and shall not drink alcohol with program participants or staff members anywhere on campus grounds during their role as an Orientation Leader, even if staff member and/or participants are 21. Orientation Leaders need to establish and maintain credibility, and behave in accordance with departmental values and expectations, including role-modeling. It is the expectation that all staff know, enforce and follow University and Student Housing & Dining Services policies and state law.

10. UC Davis is a smoke and tobacco free campus. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space. Additional information and specifics regarding the policy are available at http://breathefree.ucdavis.edu/index.html.

11. If a situation with alcohol and/or drugs occurs with program participants or staff members, Orientation Leaders should follow protocol by assessing the situation for safety; contacting appropriate officials (if necessary), such as police, fire, etc.; notifying Resident Advisor(s) On-Call, Orientation Program Coordinators and/or authorities; and reporting the incident using the conduct process explained during training. Orientation staff should be sure to explain to participants that they will be reported to the Policy & Conduct Office in Student Housing if they are in the presence of alcohol/drugs. If staff members violate this policy, these expectations could be grounds for dismissal of employment and may face additional sanctions with the campus as well.

Communication

12. When an Orientation Leader is working, personal electronic devices and cell phone use should be used at a minimum. All Orientation Staff should be on time to every shift and call in advance if an emergency arises. Continual unexcused absences and/or tardiness may lead to discontinuation of employment.

13. Orientation Leaders should be professional when communicating information about campus programs, student organizations, and academic departments. Orientation Leaders should seek information from knowledgeable sources, and relay accurate information that is based on facts rather than personal opinion.

14. If an Orientation Leader has a conflict with a program participant and/or family member, it is the responsibility of the Orientation Leader to notify the Orientation Program Coordinators immediately.

15. If a conflict arises between Orientation Leader (or with staff members including professional staff), then the following preferred communication style should be followed:
   a. Staff member should immediately address their concerns with the other staff member directly, privately and in a respectful manner in attempt to resolve the problem at the lowest possible level.
   b. After doing so, staff member will seek assistance from supervisor (or supervisor’s supervisor), as needed.
   c. Some situations may be appropriate to refer directly to your supervisors. We trust your judgment in handling these situations in the most appropriate manner.

Technology & Social Media

16. Each Orientation Leader will be issued a laptop for the duration of the program. Orientation laptops are to be used for work only: researching campus resources and programs; reviewing course availability and course registration on Schedule Builder or the Online Student Services Portal; reviewing degree/university requirements using the Online General Catalog; using Microsoft Office & Google programs for student reports and documentation; and email communication to Orientation staff or participants. Absolutely no personal emails, downloads, or applications can be used on the computers. Staff are responsible for the laptops issued to them and may be charged to replace them if they are lost, stolen, or broken due to
negligence. Student Housing laptops should only be kept on the person or in a secure locked space, hidden from view, at all times. Orientation staff will identify appropriate places to store laptops.

17. The Orientation Staff complete their job duties in a very public domain and are viewed as representatives of the University. Any public websites, blogs and/or social network profiles (Facebook, Twitter, Instagram, Snapchat, Tumblr, etc.) must be appropriate for view and in keeping with expected campus conduct. Additionally, staff should not be accessing or posting updates on personal social networking sites (Facebook, Twitter, Instagram, Tumblr, Snapchat, etc.) during shifts.

18. In accordance with California law, Student Housing & Dining Services prohibits all professional and student supervisors from requiring or requesting access to an employee’s social media pages (Facebook, Twitter, Linked In, Snapchat, Instagram, etc.). As supervisors, Orientation Leaders are prohibited from initiating social media requests to program participants during their employment in this role. Orientation Leaders are also prohibited from creating networks or groups among program participants on social media.

Printed Name: __________________________________

Signature: _____________________________________

Date: _________________________________________