

*SAMPLE*  
**DON AGREEMENT**

---

**CONDITIONS OF APPOINTMENT**

A Don's appointment for the Fall 2011 term will commence on the morning of August 27, 2011 and conclude on December 23, 2011. All Don appointments are contingent upon the successful completion (as viewed by the Residence Life Co-ordinator – RLC, or Community Co-ordinator - CC) of any previous Don terms. Don appointments cannot exceed five (5) academic terms.

A Don's appointment for the Winter 2012 term will commence on January 2, 2012 and conclude on April 22, 2012. All Don appointments are contingent upon the successful completion (as viewed by the Residence Life Co-ordinator – RLC, or Community Co-ordinator - CC) of any previous Don terms.

A Don is expected to be in their community as much as possible during the evening hours Monday through Thursday, and is required to be in residence at other times as scheduled (i.e. duty schedule), or as deemed necessary by the Residence Life Management Team. A Don is on call 24 hours a day, 7 days a week and is permitted one weekend off per month (approved by the RLC or CC). These weekends cannot be accumulated, and the RLC may request all Dons to remain in residence during specific periods of time i.e. Orientation Week, Move-In, etc.

A Don's appointment is contingent upon the Don being a full-time registered UW student, carrying a full academic course load (minimum of 3 courses per term) and maintaining satisfactory academic standing as assessed by the Don's faculty. If the course load drops below 3, a Don is required to bring this to the RLC's or CC's attention immediately and this could result in termination of the Don appointment. Students on an approved, local, co-op term may be hired as Dons, at the discretion of the Residence Life Management Team.

A Don must undergo a criminal record check and submit this documentation to the Office of Residence Life. Having a police check performed is mandatory in order to remain eligible for a Don position within Housing and Residences. Results of the record check will be reviewed by the Residence Life Management Team and may result in the cancellation of your Don Agreement. A Don must obtain their Police Check from the Waterloo Regional Police Department. The type of Record Check a Don needs to obtain is: Vulnerable Sector (Adult). Police checks must be submitted to the Office of Residence Life no later than 30 days prior to the start of Dons' Orientation. Police checks are to be obtained at the Don's expense.

A Don must have a valid first aid certificate (Basic First Aid & CPR) and submit a copy of this documentation to the Office of Residence Life prior to the commencement of Dons' Orientation. This certification is not provided by the Department of Housing and Residences and is to be obtained at the Don's expense.

This position is to be considered a Don's principal extra-curricular activity. Major leadership roles and part-time employment may conflict with the performance of residence duties. Approval by the Residence Life Management Team is required prior to accepting other responsibilities or positions, on or off campus. Any such activities or employment shall be limited to a maximum of ten hours per week and shall not restrict the Don's availability to his or her residence community.

All Dons play a vital and supportive role throughout the First-Year Residence Orientation Week and Dons are required to devote their time and participation to this program. Direct involvement with other University of Waterloo orientation programs is considered a conflict.

A Don is required to commit to the following working schedule: 1) Attend Dons' Orientation (August 27 to September 3 inclusive); 2) Be present during student move-in day(s); 3) Remain in residence each term until the day after 'Examinations End' as designated in the University Calendar.

When a Don is planning to be off campus overnight or away from his/ her house for an extended period of time, the Don must notify and obtain permission from the RLC or CC. In the event that a Don is off campus due to unforeseeable circumstances, and must remain off campus over night, the Don must notify the RLC or CC, and another Don in their community.

All Dons are expected to assume a regular duty shift which includes staying in the residence community, doing rounds, and carrying a cell phone. It is at the discretion of the RLC or CC how the duty schedule is created and maintained.

## COMPENSATION/BENEFITS

In exchange for accepting the position, a Don will be assigned accommodation within their residence community. The living room enables the Don to entertain members of his/her area in confidence and comfort. In addition to the accommodation, a Don is also provided with money on their Watcard for on-campus meal purchases. Meal plan money is expected to be spent during the term of appointment as part of community building efforts with residents, and is therefore not refundable. The value of the accommodation and the Watcard allowance are deemed taxable benefits and a T4 will be issued for the amount less calculated disturbance factors acceptable by Revenue Canada. **The value of the suite and Watcard allowance must be included as income for any OSAP application.**

	Accommodation	Meal Plan
Village 1 and Ron Eydt Village		
Mackenzie King Village/Minota Hagey/ UW Place/Columbia Lake Village South		

\*Amounts listed above are the *per term* values for a Don's assigned accommodation and meal plan.

## RESIDENCE TERMS AND CONDITIONS

Since a Don is also a resident, a Don is not only subject to all residence terms and conditions, but they will be held accountable at a higher standard. The Don is in a position of authority and is to act as a role model for all residents at all times. Any violation of residence terms and conditions, negligence in enforcing residence policy, negligence in abiding by the terms of this agreement, or conduct unbecoming of a Don is considered dereliction of a Don's duties. Dereliction of duties may result in disciplinary action, up to and including termination of the appointment. Each Don will be evaluated periodically by the Residence Life Management Team. In the event that a Don's work is judged to be unsatisfactory, the Don will be relieved of his/her duties regardless of the time of year, and will be given one week's notice of the termination of contract. In addition to the end of employment, the Dons' residence accommodations and meal plan will be terminated. No payments will be owing for any time after the contract is terminated. The University may also terminate this contract before the end of the term of the fixed term without notice at any time for cause.

Don placements are made in accordance with student occupancy, student placement and team development. The University reserves the right to alter specific Don community assignments, and/or provide alternative arrangements as the situation requires.

## **ADMINISTRATIVE RESPONSIBILITIES**

1. A Don is expected to communicate regularly with his/her RLC or CC, so that the RLC can advise the Manager, Residence Life accurately on lifestyles and/or problem areas within their community. In order to facilitate this communication a Don must attend all meetings scheduled by their RLC or CC.
2. A Don is to ensure that the residents of his/her area and the residence community at-large live within the rules and regulations set out in the Residence Contract Terms and Conditions booklet and to respond professionally and appropriately when rules have been violated.
3. A Don will report all area/community damages and required repairs to the area office.
4. A Don's accommodation is also their office, therefore it must be kept clean, tidy and professional at all times.
5. A Don is responsible for the security of the community, and thus will give the master key the highest priority and security. At no time should a master key be left in the possession of a resident. Lost, stolen or misplaced keys must be reported to the RLC immediately. If a Don misplaces their keys, they will be subject to a monetary fine and/or the cost of re-keying the affected residence area.
6. A Don is expected to encourage all students in his/her area to participate in leadership opportunities within the residences and on-campus community, (i.e. residence council).
7. A Don will assist the Housing Administration by completing a Room Audit (a physical check of all rooms in their area) once per term, and other administrative duties as required.
8. A Don is to use their meal plan / Watcard allowance in residence/on-campus cafeterias and provide feedback to Administration on the quality of food and customer service. Dons must enforce residence rules within the dining halls (as applicable) and ensure that residents eat their meals in a respectful manner.
9. A Don is expected to assist in the Don hiring process when and if applicable.
10. A Don will complete other duties as assigned by the RLC, CC, or Department of Housing and Residences.

## **PROGRAMMING / EVENT PLANNING**

A Don is to facilitate and document a minimum of one (1) educational program to his/her assigned area over the course of each term. A Don will also deliver community development programming initiatives on a regular / ongoing basis. These programs should be discussed and approved by the RLC in advance. There are also community-wide, intentional programs organized centrally each term and Dons are expected to promote and facilitate attendance by their students at these events.

## **RESIDENCE LIFE STAFF TRAINING**

A Don will participate fully in the Dons' Orientation program scheduled from **August 27 to September 3**. Full participation in this training is **mandatory** with sessions scheduled from early morning to late evening each day. In addition, a Don is required to attend all subsequent in-service training sessions scheduled over the term of appointment. Guests are not permitted for the duration of Dons' Orientation and Orientation Week.

## PERSONAL SUPPORT

A Don's role is to assist each resident to adapt to residence life and support the academic mission of the University. Dons are to be available to the residents in his/her community and to offer advice, when asked, with reference to the student's personal, social, and academic concerns. By virtue of a Don's leadership abilities, they are expected to foster group spirit, responsible social attitudes and positive community dynamics.

## CONFIDENTIALITY

A Don is in a position of trust and on many occasions will become apprised of information that is private and confidential. Such private and confidential information includes, but is not limited to, personal and educational information relating to students and staff of the University, information relating to the affairs and operation of the residence and the University, and other such information that comes to their knowledge by virtue of being a Don. Except for disclosing information to the Residence Life Management Team, or his/her designate, a Don agrees to not use, copy, communicate or disclose such private and confidential information for such time as he/she is a Don, and thereafter, regardless of the reason that the employment contract came to end, other than the following circumstances:

1. Where it is necessary for the discharge of his/her duties as a Don;
2. Where officers, employees, consultants or agents of the University require information to perform his or her duties and the use of disclosure is necessary for the discharge of the University's functions; or
3. Where a Don is required by law to disclose such information.

A Don agrees that this does not prevent him/her from disclosing private and confidential information to the police or the University of Waterloo campus police, and any such information shared will be communicated to the Residence Life Management Team as well.

A Don agrees that at any time during his/her employment upon request, or immediately upon termination of employment, he/she will immediately return any and all private and confidential information to the Residence Life Management Team.

*I have read, understand and agree to honour the residence terms and conditions and the terms outlined in this agreement. I understand that in the event of a breach of this agreement, I will be subject to penalty up to and including dismissal from my Don appointment.*

Name: \_\_\_\_\_  
*please print*

Signature: \_\_\_\_\_

UW ID number: \_\_\_\_\_

Dated this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

---

Pamela Charbonneau – Director, Student Development and Residence Life  
or Alex Piticco - Manager, Residence Life