



Standards of Professional Conduct

RA/CA Communication Policy

1. RACAs are employees of the University, and as such, are representing Drury through their interactions. Special care and precaution should be taken at all times when interacting with faculty, staff, other students, and the public.
2. Be sure that when communicating Drury policies and procedures, you give accurate information and that you are authorized to do so. If you are not sure, simply refer to the appropriate department or contact person.
3. Refrain from making comments that negatively reflect Drury, especially when you do not have all the information. Instead, seek to understand all sides of the issue and present information from a factual viewpoint.

RA/CA Social Media Policy

1. All forms of social media are influential communication vehicles that have a considerable impact on institutional and professional reputations. Drury University recognizes that the open nature of social media, which is often used for both professional and personal purposes, can blur the line between a personal voice and an organization's voice.
2. Since RACAs are viewed to be among the best-informed students on campus, and as employees of the University, posts about Drury can be viewed as statements of fact, or misconstrued. RACAs are expected to abide by the Drury Social Media Best Practices Policy as detailed in the Staff Policy Handbook. Best practices include, but are not limited to:
 - a. Exercise discretion when posting content. Post meaningful, respectful comments. Do not post spam, remarks that are off-topic or offensive, or content that could negatively impact Drury University's reputation or interfere with its core mission. Your reputation and Drury's reputation are best served when you remain above reproach.
 - b. Employees and students should follow the same behavioral standards online as they would in real life. Individuals are responsible and liable for anything they post to social media sites. Any conduct that would be grounds for disciplinary action if performed at work or in an academic setting will be grounds for disciplinary action if performed using social media.
 - c. Be smart about protecting yourself, your privacy, and Drury's confidential information. What you publish is widely accessible and will be around for a long time, so consider the content carefully.

RA/CA Alcohol Policy

1. RACAs should abide by all local, state, and federal laws and should not consume or possess alcohol that in any way violates University policy. RACAs that are underage are not to consume or possess alcohol.
2. RACAs that are of legal drinking age may consume and possess alcohol in accordance with University policy.
3. RACAs may not return to residential housing in an impaired condition. An impaired condition is typically considered to be that which interferes with a staff member's ability to perform their job or serve as a role model. The Director of Residence Life and the RACA's supervisor will make the final determination as to whether the RACA was in an impaired condition.
4. RACAs should not actively interact with or be in the company of those whom they know to be underage that are consuming or possess alcohol.
5. Violations that the department of Residence Life become aware of will be addressed based on University policy and the degree to which the violation affected the RACAs ability to perform their job or serve as a role model for residents. Circumstances taken into consideration will include age and/or residential status of those the staff member was in the presence of.
6. Consequences for violating this policy may include disciplinary sanctions up to termination of position. The department of Residence Life will assist RACAs in understanding the implications of these expectations and may delineate more specific procedures to implement these expectations.

Agreement Period:

August 5, 2016 – May 14, 2017

By signing below, I acknowledge that I have read this agreement, understand the terms of the RACA position, and agree to abide by the standards of conduct as described above.

Student Signature

Date

Residence Life Department Signature

Date