

**PRIVATE AND CONFIDENTIAL – RESIDENCE LIFE HOUSE COMMUNITY
ENGAGEMENT DON 2025-2026**

Job Title: Residence Life Community Engagement Don (CED)
Dept./Faculty: Residence Life
Employment Category: Part Time
Term: July 1, 2025 to April 26, 2026
Hours of work: Hours of work are varied (approx. 15 hours / week); this is a live-in position and includes rotational on-call responsibilities.

Position and Responsibilities

Attached is a copy of the job description detailing the major responsibilities and duties associated with this position. Additional duties may be assigned at the request of Residence Life or Housing Services management.

Reporting Relationship

You will report to the Coordinator, Residence Life (“RLC”) for the residence you are assigned to work, until or unless otherwise specified.

Conditions Of Appointment

- 1) Complete mandatory training:
 - a) Residence Life Staff Training (Online): July 1, 2025 - August 11, 2025
 - b) Residence Life Staff Training (In-Person): August 11, 2025 – August 23, 2025
 - c) Residence Move-In: August 24, 2025
 - d) Residence Orientation: August 24, 2025
 - e) Weekly Residence Life Team Meeting (As scheduled by supervisor)
 - f) Winter Closure period (dates to be determined by academic calendar)
 - g) Student Staff Hiring (as scheduled)
 - h) Fall & Winter student recruitment events (as scheduled)
- 2) Maintain good academic standing
 - a) Shall be associated with the University as a full-time Undergraduate or Graduate student
 - b) Commit to remain enrolled in a minimum of 18 credits while in residence
 - c) Must maintain a cumulative and sessional grade point average of 5.0
 - d) Completed a minimum of 18 credits over the previous Fall Winter session
- 3) Hold a valid certificate in Standard First Aid and CPR-C (training to be provided)
- 4) Availability
 - a) Available and accessible to students in their community on a daily basis, except during requested and approved absences
 - b) Cannot have other employment that interferes on a regular basis with fulfilling the responsibilities of the job
 - c) Any employment or external involvement that requires a commitment greater than 10 hours/week must be disclosed to the person to whom you report the Residence Life Coordinator and is subject to ongoing review

Compensation

CED’s will receive the following compensation for the duration of their employment.

- Training Stipend
 - A stipend of \$250.00 will be delivered in August 2025
- Fall 2025 Stipend
 - A stipend of \$500.00 will be delivered over two payments
- Winter 2026 Stipend
 - A stipend of \$500.00 will be delivered over two payments
- Taxable Benefit
 - Taxable benefit in lieu of residence fees in the range of \$550-\$650 per



month

The total stipend amount will be \$1250.00.

If not already enrolled in direct deposit, please set up your direct deposit via HR Self Serve or complete the [Application for Payroll Direct Deposit Banking](#)

Living Accommodations

- 1) During the term of the contract, the CED shall receive, without charge, accommodation in the residence where they are appointed
- 2) As per the Canadian Revenue Agency (CRA), accommodations will be accounted for as a taxable benefit
- 3) Residence Life reserves the right to assign, reassign, or change the accommodation of the CED
- 4) The accommodation provided for the CED is strictly for the duration of this contract and termination of the contract by either party will result in the CED vacating the suite within 48-hours
- 5) Should the CED relocate, as a result of contract termination, in on-campus housing the former CED will be responsible for any applicable fees
- 6) Accommodation offered is for personal use only and may not be sublet as shared accommodation
- 7) Must read, understand and sign the Undergraduate Residence Occupancy Agreement and are bound by the same rules and regulations as all residents

Confidentiality

In consideration of this offer of employment, you acknowledge and agree that during the course of your employment you may have access to confidential information which may include, but is not limited to:

- 1) personal information about employees, students and other members of the university;
- 2) trade secrets or scientific, technical, commercial, or financial information supplied in confidence implicitly or explicitly;
- 3) information or records which York University may refuse to disclose in accordance with privacy legislation; and
- 4) any other information relating to York University's business or activities that is deemed confidential or proprietary by York University.

During the course of your employment at York University, and after that, you are required to:

- 1) keep confidential and not disclose or provide access to any confidential information to any unauthorized person;
- 2) use confidential information for the purposes for which it was collected or retained, and only as may be reasonably necessary to carry out your duties to York University;
- 3) maintain records containing confidential information in such a manner as to protect the records from unauthorized access, collection, use, disclosure, retention or disposal.

Any breach of this Confidentiality Agreement may result in discipline in addition to any other rights and remedies York University may have to enforce its rights. The terms of this Confidentiality Agreement survive the termination of your employment with York University.

Hours of Work Compliance

As a condition of employment, all Employees are required to sign and abide by the terms outlined in the University's "Hours of Work Compliance Form". Please return this form (attached) with your offer letter.

Workplace Accommodations

York University is committed to working towards a barrier-free workplace and to expanding the accessibility of the workplace to persons with disabilities. Should you require accommodation for your new role, please notify the Assistant Director, Residence Life.

Uniforms

Residence Life CEDs will be given a uniform by Residence Life. You will be required to wear your uniform while on duty and during specified York University events. Your uniform is only to be worn within a professional context and while you represent Residence Life and York University.

Time in Residence

- a) Residence Life CED is expected to live on campus as of 48-72 hours before the start of training, August 11, 2025 until April 26, 2026
- b) Absences are to be report to the Residence Life Coordinator
 - a. Absences which are longer than one day in duration must be submitted to the Residence Life Coordinator in advance
 - i. Requests should include arrangements to cover the responsibilities during the absence
- c) Building coverage will be required during the Winter Holiday closure; a schedule will be determined by Residence Life.

Policies and Procedures

As an employee of the University you are expected to abide by the University policies and procedures available on the York University website at: www.yorku.ca/secretariat/policies/

Termination

You agree that your employment under this letter of offer may be terminated as follows:

- (a) by the University immediately for cause upon providing you with statutory pay in lieu of notice and severance, if applicable, based on the length of your employment and calculated in accordance with the *Employment Standards Act, 2000* unless the conduct giving rise to termination for cause involves willful misconduct, disobedience or willful neglect of duty that is not trivial or condoned by the University in which case no termination pay will be provided. Notwithstanding the foregoing, during any required statutory notice period you will receive, salary, benefits and vacation pay as expressly required by the *Employment Standards Act, 2000*.
- (b) by the University at its sole discretion, without cause, upon providing you with the required statutory notice or pay in lieu thereof and severance if applicable, based on the length of your employment in accordance with all applicable laws of the Province of Ontario. During the required statutory notice period you will receive salary, benefits and vacation as required.
- (c) by you upon providing a minimum of one month's advance written notice to the person to whom you report.

Renewal of Contract

The contract period for a Residence Life CED is outlined by the stated term dates at the top of this contract. No employee is guaranteed a position for any subsequent academic years. Subsequent offers will be based on an employee's job performance as well as their performance during hiring processes.

Please confirm your acceptance of this offer of employment by completing the Acknowledgement below and returning the signed letter of offer to me.

I wish you every success in your new position at York University. Please feel free to contact me with any questions that you might have.

Sincerely,

Meaghan Morris

Assistant Director, Residence Life

cc. Personnel file; Administrative Assistant, Residence Life

ACKNOWLEDGEMENT

I hereby accept the employment offer for the position of Community Engagement Don, as described in the preceding pages, and acknowledge that the terms and conditions set out in the employment offer, above, reflect the entire agreement with York University.

(Signature of Employee)

(Date)

HOURS OF WORK COMPLIANCE

To be completed upon acceptance of this position.

I agree that I will not work more than a total of 48 hours per week while employed in one or more part time positions at York University, unless so authorized by my supervisor(s). If I work for more than one department within the University or hiring unit, I will inform the supervisor in each area so that the total number of hours worked will not exceed 48 hours. FAILURE TO DO SO MAY RESULT IN TERMINATION FROM ONE OF THE POSITIONS.

In exceptional circumstances, if asked by the manager of one area to work additional hours which will take the total number of hours worked by me over 44 hours per week, it is my responsibility to notify that manager of this circumstance, and he/she will then decide whether it is necessary for me to work the additional hours. Any hours worked in excess of 44 hours per week will be paid for by the department so authorizing me to do so, at the rate of time and a half. FAILURE TO COMPLY WITH THIS COULD JEOPARDIZE MY EMPLOYMENT WITH THE UNIVERSITY.

I agree to not have employment or other commitments that interfere on a regular basis with fulfilling the responsibilities of this position.

Name: _____ Signature: _____
(Please Print)

Date: _____

Job Title: Residence Life Community Engagement Don
Department: Residence Life (Division of Students)