



Continuing the Legacy of African American Student Success (C.L.A.S.S.) Advocate and Resident Assistant Agreement 2023-2024

Academic Year Agreement Duration: July 31, 2023 – May 13, 2024: Academic Year

As an employee of University Housing, I will contribute to the mission of the University of Georgia by participating in and supporting a multidimensional approach to learning in the residence halls. I will emphasize the comfort, affordability, security, academic success and personal growth of students in the residential communities. Through implementation of the residential curriculum, I will develop individual connection with residents by implementing educational experiences and connecting residents to campus resources. To perform the duties of the C.L.A.S.S. Advocate (CA) or Resident Assistant (RA) position, I will adhere to the requirements outlined in this agreement.

I. Academics

- A. I understand I must meet the following academic expectations:
 - 1. Be registered for a minimum of 12, and no more than 18, credit hours each semester. Exceptions may be granted on a case-by-case basis if I submit a request in writing to my supervisor prior to enrolling in or dropping courses.
 - 2. Have and maintain both a minimum cumulative and semester grade point average of at least 2.75 for newly hired and 2.5 for returning team members.
 - a. If the minimum cumulative or semester grade point average is not attained at the end of any semester, I may be granted one semester to return to the minimum grade point average provided my grade point average is no lower than a 1.5, and I have met and continue to meet position expectations.
 - b. My employment will be terminated if I am unable to achieve the required grade point average after one semester, and/or there are patterns of poor academic performance.

II. Training and Time Expectations

- A. Fall and spring trainings are mandatory, all-day commitments. I understand I may not be involved in other commitments (e.g., leadership, other paid employment) during these times.
 - 1. For fall training, I must return to campus by 11 a.m. on Monday, July 31, 2023.
 - 2. For spring training, I must return to campus by Wednesday, January 3, 2024 by 12 p.m.
- B. I will participate in all staff training and development activities scheduled throughout the academic year and occurring outside of fall and spring training.
- C. I will read and familiarize myself with the CA-RA Manual.
- D. First-year CA and RAs are required to attend a series of additional training sessions during the first full semester of employment. These training sessions will meet for 1 ½ hours per week for 6 weeks.
- E. I will attend team meetings on Wednesdays from 8 p.m. – 10 p.m. If I have an academic conflict, I will discuss this with my supervisor prior to missing a team meeting.
- F. I understand I share responsibility for staff coverage during break periods when residence halls are open (e.g., fall break, spring break, 3-day weekends).
 - 1. **East Campus Village, Health Sciences Campus, University Village, Reed and Payne Hall RAs Only**

- a. I understand I share responsibility for staff coverage during break periods when residence halls are open (i.e., winter, and spring break) and other duties as expected by my supervisor.
- b. As an employee of University Housing and these specific communities, I will be expected to serve in an on-call capacity during university holidays and break periods (i.e., winter break, Thanksgiving, and spring break).
- c. When serving on call during break periods, I will adhere to the specific policies and procedures as outlined by a supervisor and University Housing.
- d. University Housing will compensate for on-call shifts in halls that remain open during break periods for limited instances.

III. Availability

- A. I will seek approval from my supervisor prior to making any departure and arrival plans which may interfere with staff coverage and my attendance during fall and spring training.
- B. I understand that availability to residents is essential to fulfilling my position responsibilities.
 1. I will spend no more than two consecutive nights away from the community without prior approval from my supervisor. Any exception must be requested in advance in writing.
 2. I will be present in my community and on campus during important times of the year, including but not limited to, fall and spring openings, fall and spring closings, and fall and spring Welcome Weeks. A list of these dates is attached to this agreement as an appendix for your reference.
 3. Important Dates: Please attached appendix for specific dates
- C. Outside opportunities, experiential activities and organization participation must be balanced with the time commitments of the CA and RA role and cannot be paid.

IV. On Call (RAs only)

- A. I understand that on call serves as a response to various issues, emergencies, incidents, and resident concerns within the residence hall. It is my responsibility to complete documentation(s).
- B. RAs serve both weekday and weekend on-call shifts.
 1. Weekdays are defined as Sunday through Thursday. Weekday shifts begin at 5 p.m. each day and end at 8 a.m. the next morning.
 2. Weekends are defined as Friday through Saturday. These shifts last for 24 hours and begin at 5 p.m. each day and end at 5 p.m. the next.
- C. On-call RAs remain in their assigned community during their on-call shift, except for one hour meal breaks. When the University or community office closes for inclement weather or a public holiday, duty will continue until the next duty shift begins or University offices reopen.
- D. RAs cannot select on-call shifts when they have obligations outside their community (e.g., class, club, or organization meetings, study groups), as they cannot leave the community to attend these events.

V. Alcohol and Other Drugs

- A. As a student employee, I understand that illegal and/or irresponsible behaviors, which include the underage use of alcohol or other drugs on or off campus, may affect my employment status and lead to termination.

VI. Keys, Access, and Fiscal Responsibility

- A. I understand the misuse or misplacing of keys, UGA ID cards, access to information, and Housing-issued identification may result in disciplinary action. I may also be responsible for costs associated with the lost key(s).
- B. I understand I am responsible for protecting information to which I have been granted access (i.e., StarRez and Advocate). This includes protecting access passwords and complying with password management practices.
- C. I will not misuse any University Housing or community council funds.

VII. Position of Authority

- A. I recognize that I am in a Position of Authority/responsible employee, meaning any person (be they an employee or a student) to whom a student could reasonably believe has the authority or duty of reporting incidents of misconduct to the appropriate University designee.

Under the University of Georgia's Non-Discrimination and Anti-Harassment (NDAH) Policy, people in Positions of Authority must report to the Equal Opportunity Office any complaints they receive or knowledge they possess (whether direct or indirect) of discrimination or harassment, including sexual misconduct. Failure to make a report is a violation of the NDAH Policy.

- B. University Housing employees should not engage in an amorous, dating or sexual relationship with a resident over whom they have direct professional influence or other authority. University Housing employees are in a position to exercise authority over another individual when they can engage in any of the following activities (note: these are examples, and this list is not exhaustive.):
1. Advise students on academic and personal issues.
 2. Document a member of the University community for alleged violations of the Code of Conduct.

VIII. Campus Security Authority

- A. I understand I am a Campus Security Authority under the federal law known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act") and must assist the University in reporting information I receive concerning certain types of crimes committed on campus.
1. If I am made aware of a criminal incident, and particularly if it is reported to have occurred on property controlled by the University, I will inform my supervisor so that an appropriate report can be made to the University's Police Department.
 2. I understand that property controlled by the University includes locations
 - a. On campus;
 - b. In or on non-campus buildings or property owned or controlled by the University; and
 - c. On public property within or immediately adjacent to the University's campus.
 3. The following webpage contains definitions of the crimes reportable under the Clery Act:
<https://safeandsecure.uga.edu/wp-content/uploads/2022-uga-safe-and-secure-crime-definitions.pdf>

IX. Other

- A. I cannot speak to any media/communication outlet as a representative of the University or University Housing.
- B. I cannot accept personal gifts or donations (e.g., tips). This includes, but is not limited to accepting or taking items from anyone during closing.
- C. I understand any request for exceptions and/or accommodations to an item listed in this agreement should be submitted to my supervisor.

X. Hall/Room Assignment

- A. I understand University Housing assigns staff to a residence hall based on departmental needs, and I may be reassigned as is necessary. I understand I will be provided with a space, which I agree to live in as a condition of employment.
- B. University Housing reserves the right to assign roommates to staff based on occupancy needs.
- C. If I resign or am terminated from my position, the CA or RA space in the residence halls is forfeited and must be vacated no later than 48 hours from the resignation or termination date. If I plan to remain a resident in University Housing, I will need to contact the Housing Assignments Office and follow all departmental procedures for acquiring a new room assignment, if available.

XI. Reappointment

This agreement covers the appointment for the 2023-2024 academic year. If I am interested in serving as a RA or CA for another academic year, I understand I need to reapply for the role annually. Reappointment is determined by an evaluation of my performance and based on the needs and mission of University Housing.

XII. Termination and Resignation

- A. Student employees are considered temporary. A temporary employee may be separated at any time for any reason without notice, and either the employer or the employee can end the employment relationship. Such separation is not grievable or subject to appeal.
- B. All resignations must be submitted in writing to my supervisor and Assistant Director.

XIII. Time Commitment and Remuneration

- A. The CA and RA position time commitment is one half time, or 20 hours per week. The time commitment may vary from week to week.
- B. CAs and RAs receive a stipend, meal plan, and room, as outlined below.
- Stipend
 - \$2,670 Academic First Year
 - \$2,826 Academic Second-Third-Fourth Years
 - Stipend is paid on a monthly basis.
 - Stipend will be prorated based upon date(s) of employment.
 - Meal plan value
 - 105 Access Plan, + \$110 PAW Points -approximate \$2,225 value (*FY23 value, subject to change in value as a result of approved rate increases*)
 - Applies to academic year only. No summer meal plan is included.
 - Meal plan offering is subject to dining hall schedules.
 - Meal plan will be prorated based upon date(s) of employment.
 - Room Value
 - Room value is approximately \$6,770 academic weighted average value for traditional residence halls (*FY23 value, subject to change in value as a result of approved rate increases*)
- C. All employees must have their paychecks deposited via electronic deposit.
- D. RAs that work in halls that remain open during break periods (see section II. H. above) will be eligible for additional pay at a rate of \$50 per day.
- E. University Housing reports RA/CA compensation (including stipend, meal plan value, and weighted average room value) to the Office of Student Financial Aid. I understand I am responsible for contacting the Office of Student Financial Aid to understand how this compensation might affect my overall financial aid package.

I understand and agree with the conditions listed above. I understand that failure to meet the conditions indicated in this agreement may result in disciplinary action and/or termination.

Appendix: Important Dates

Dates all staff must be present	Dates staff may have to work based on team schedules
Thrive CA & RA check-in: Wednesday, June 28, 2023	Thanksgiving Break: Wednesday – Friday, November 22 - 24, 2023
Thrive CA & RA training: June 29 – July 30, 2023 & July 3-5, 2023	Winter Break: UV/HSC December commencement participant checkout Sunday, December 17, 2023 by 12 p.m. Halls remaining open during break: Brown, ECV, Payne, Reed, UV, and HSC

Thrive begins: Monday, July 10, 2023	Spring Break: Monday – Friday, March 4 - 8, 2024 (No Classes) <i>Halls remaining open during break: Brown, ECV, Payne, Reed, UV and HSC</i>
CA & RA check in: Sunday, July 30, 2023 – Monday, July 31, 2023 by 11 a.m.	
CA & RA fall 2023 Training: Monday, July 31, 2023 at 1 p.m. – Wednesday, August 9, 2023	
Final Prep & Early Check ins: Thursday, August 10, 2023	
Fall Move-In: Friday, August 11, 2023 – Tuesday, August 15, 2023	
Labor Day: Monday, September 4, 2023 (All Halls Open – No Classes)	
Fall Break: Friday, October 27, 2023 (All Halls Open - No Classes)	
Winter Break: Traditional Halls close Saturday, December 16, 2023 at 12 p.m.	
CA & RA released for Winter Break: Sunday, December 17, 2023 at 12 p.m.	
CA & RA check in for Spring semester: Tuesday, January 2, 2024	
CA & RA spring training for new team members: Wednesday, January 3, 2024	
CA & RA Spring training: Thursday, January 4, 2024	
Martin Luther King Jr. Holiday: Monday, January 15, 2024 (All Halls Open – No Classes)	
Spring Break: Traditional Halls close Saturday, March 2, 2024 at 12 p.m.	
Spring break: Halls re-open Sunday, March 10, 2024 at 8 a. m.	
Buildings close for spring: Saturday, May 14, 2024 at 12 p.m.	
CA & RA Agreement ends: Monday, May 13, 2024 at 12 p.m.	