



## C.L.A.S.S. Advocate and Resident Assistant Agreement 2022-2023

Academic Year Agreement Duration: August 1, 2022 – May 15, 2023

Thrive Year Agreement Duration: June 29, 2022 – May 15, 2023

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 resident engagement and interaction, I will employ educational strategies in the residential curriculum and connect students to campus resources. To perform the duties of the C.L.A.S.S. Advocate or Resident Assistant (CA or RA) position, I will adhere to the requirements outlined in this agreement.

### I. Academics

- A. I understand that I must meet the following academic expectations:
  1. Maintain full-time student status and carry an academic load of no more than 18 hours per semester during employment.
  2. Maintain both a minimum cumulative and semester UGA grade point average of at least 2.50.
  3. If the minimum cumulative or semester UGA grade point average is not attained at the end of any semester, I may be granted one (1) academic semester to return to the minimum grade point average.
  4. If I am unable to achieve minimum grade point average after one academic semester, my employment will be terminated.

### II. Training

- A. Fall and spring training are mandatory all-day commitments. I understand that I may not be involved in other commitments (leadership, other paid employment, etc.) during these times.
- B. For fall training, I must return to campus by 11 a.m. on Monday, August 1, 2022.
- C. For spring training, I must return to campus by Tuesday, January 3, 2023.
- D. I will participate in all staff training and development activities.
- E. I understand that consideration to be absent from any training must be submitted in writing to my Resident Hall Director and Assistant Director by Thursday, April 15, 2022 for fall training, and by Friday, October 14, 2022 for spring training.
- F. First-year CA and RAs are required to enroll in a seminar during the first full semester of employment.

### III. Availability

- A. I understand that availability to residents is essential to fulfilling my CA or RA 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 and approved by my Residence Hall Director.
  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.
  3. Important Dates:
    - Thrive CA & RA check-in: Tuesday, June 28, 2022
    - Thrive CA & RA training: June 29 – July 1, 2022 & July 5-6, 2022
    - Thrive begins: Monday, July 11, 2022

- CA & RA check in: Sunday, July 31, 2022 – Monday, August 1, 2022 by 11 a.m.
- CA & RA fall 2022 Training: Monday, August 1, 2022 at 1 p.m. – Tuesday, August 9, 2022
- Personal Day: Wednesday, August 10, 2022
- Final Prep & Early Check ins: Thursday, August 11, 2022
- Fall Move-In: Friday, August 12, 2022 – Tuesday, August 16, 2022
- Classes begin: Wednesday, August 17, 2022
- Labor Day: Monday, September 5, 2022 (All Halls Open – No Classes)
- Fall Break: Friday, October 28, 2022 (All Halls Open - No Classes)
- Thanksgiving Break: Wednesday – Friday, November 23 - 25, 2022 (All Halls Remain Open – No Classes)
- Winter Break: Traditional Halls close Saturday, December 17, 2022 at 12 p.m.
- Winter Break: UV/HSC December commencement participant checkout Sunday, December 18, 2022 by 12 p.m.
- Halls remaining open during break: Brown, ECV (not 1516), Payne, Reed, UV, and HSC
- CA & RA released for Winter Break: Sunday, December 18, 2022 at 12 p.m.
- CA & RA check in: Tuesday, January 3, 2023
- Residence Halls open: Wednesday, January 4, 2023 at 2 p.m.
- CA & RA spring training for new team members: Wednesday, January 4, 2023
- CA & RA Spring training conference: Thursday, January 5, 2023
- Classes begin: Monday, January 9, 2023
- Martin Luther King Jr. Holiday: Monday, January 16, 2023 (All Halls Open – No Classes)
- Spring Break: Traditional Halls close Saturday, March 4, 2023 at 12 p.m. *Halls remaining open during break: Brown, ECV (not 1516), Payne, Reed, UV and HSC)*
- Spring Break: Monday – Friday, March 6 - 10, 2023 (No Classes)
- Spring break Halls Open: Sunday, March 12, 2023 at 8 a. m.
- Buildings close for spring: Saturday, May 13, 2023 at 12 p.m.
- CA & RA Agreement ends: Monday, May 15, 2023 at 12 p.m.

- B. 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.
- C. Outside opportunities, experiential activities, and organization participation must be balanced with the time commitments of the CA and RA role and must not be paid.

#### IV. On-Call

- A. RAs serve both weekday and weekend on-call shifts which may vary based on community and supervisor expectations. On-call shifts should not be scheduled when you are in class.
1. Weekday on-call shifts begin on Sunday at 5 p.m. and continue through Thursday at 8 a.m.
  2. Weekend on-call shifts begin on Friday at 5 p.m. until weekday shifts begin on Sunday at 5 p.m.
- Weekend on-call shifts are for 24 hours on Fridays and Saturdays.
- B. I understand that I must stay in my assigned community from 8 p.m. until 8 a.m. when on call. However, during dinner hours (5 p.m.-8 p.m.), I must be able to respond to any situation in my community within 15 minutes.
- C. I understand that I am not to use the duty phone to make personal calls or to send personal text messages.
- D. I understand that I am to respond to any maintenance/facilities issues and conduct violations and complete documentation while on duty.
- E. I understand that when consulting up, I must first call the on-call duty phone as opposed to texting.

#### V. Holidays/Breaks/Closings

- A. I understand that I share responsibility for staff coverage during break periods when residence halls are open (i.e. fall break, Thanksgiving, spring break, 3-day weekends, etc.).
1. I will have all travel departure and arrival plans approved by my supervisor in advance of making any reservations.

2. 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 open.
3. ECV (except 1516), HSC, University Village, Reed and Payne Hall RAs Only
  - a. I understand that I share responsibility for staff coverage during break periods when residence halls are open (i.e., winter and Spring break).
  - b. University Housing will compensate me for on call shifts outside the dates specified in this agreement.

## VI. Alcohol and Other Drugs

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.

## VII. Keys and Access

I understand that the misuse or misplacing of keys, UGA ID cards, access, and Housing-issued identification may result in disciplinary action. I may also be responsible for costs associated with the lost key(s).

## VIII. 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) whom a student could reasonably believe has the authority or duty of reporting incidents of misconduct to the appropriate university designee.
  1. Position of Authority includes all employees within University Housing, regardless of whether they supervise another individual.
  2. 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.

## IX. Campus Security Authority

- A. I understand that 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 (i) on campus, (ii) in or on non-campus buildings or property owned or controlled by the University, and (iii) on public property within or immediately adjacent to the University's campus.
  3. *Clery Crimes Defined*: The following webpage contains definitions of the crimes reportable under the Clery Act: <https://safeandsecure.uga.edu/wp-content/uploads/2019-uga-safe-and-secure-crime-definitions.pdf>

## X. Other Requirements

- A. I understand that 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.
- B. I cannot speak to any media/communication outlet as a representative of the University or University Housing.
- C. I will not misuse any University Housing or community council funds.
- D. I cannot accept personal gifts or donations (i.e., tips). This includes, but is not limited to accepting, or taking

items from anyone during closing.

E. I will read and familiarize myself with the CA and RA Manual.

#### **XI. Reappointment**

This agreement covers the appointment for the 2022-2023 academic year. I understand that I need to apply for reappointment. Reappointment is determined by an evaluation of the staff member's performance and based on the needs and mission of University Housing.

#### **XII. Hall/Room Assignment**

I understand that University Housing assigns staff to a residence hall based on departmental needs, and in cases, reassignment may be necessary. I understand that I will be assigned a bed space which I agree to live in as a condition of employment. If I resign or am terminated from my position, I must follow all department procedures for acquiring a new room assignment. University Housing reserves the right to assign roommates to staff based on the occupancy needs of University Housing.

#### **XIII. Termination and Resignation**

- A. Student employees are considered temporary and include graduate and student workers. 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. Upon resignation or termination, 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.
- C. All resignations must be submitted in writing.

#### **XIV. Remuneration**

- A. CA and RA positions are salaried for the academic year from August to May. The time commitment will vary from week to week, but on average a CA or RA work approximately one-half time (20 hours) over the course of the academic year. The compensation package includes a residential space, stipend, and Housing Staff meal plan when the dining halls are open, as outlined below.

Compensation: Housing Meal Plan and Stipend

- Housing Staff Meal Plan: 105 Access Plan, + \$110 PAW Points (\$2225 Value)
- Annual Stipend (Based on Years of Service)
  - \$2657 Academic First Year CA-RAs
  - \$2813 Academic Second-Third-Fourth Year CA-RAs
  - \$3656 Thrive First year CA-RAs
  - \$3855 Thrive Second-Third-Fourth Year CA-RAs

- B. All employees must have their paychecks deposited via electronic deposit.