



Resident/Guest Assistant Agreement Summer 2023

Agreement Duration: Tuesday, May 22, 2023 – Sunday, August 6, 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 and guest engagement and interactions, I will connect guests and students to campus resources. To perform the duties of the Resident/Guest Assistant (R/GA) 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 both a minimum cumulative and semester UGA grade point average of at least 2.50.
 - 2. 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.
 - 3. If I am unable to achieve minimum grade point average after one additional semester, my employment will be terminated.

II. Training

- A. I will participate in all staff training and development activities. This includes online training modules, summer training, ongoing training and professional development requirements.

III. Availability

- A. I understand that availability to residents and guests is essential to fulfilling my R/GA 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 summer.
- B. I will attend team meetings as determined by the Residence Hall Director based on the availability of the staff members. If I have an academic conflict, I will discuss this with my supervisor.
- C. I will follow all University Housing policies regarding visitors.

IV. Facilities and Operations

As an R/GA, one of your most important responsibilities is working with other team members to foster an environment that is safe for our guests and students to live and learn. You will be expected to educate residents and guests about maintenance, housekeeping, safety and security issues, use and function of keys, and card access systems in the residence halls.

- A. I will address facility concerns through work requests and reporting and following emergency duty procedures.
- B. I will strive to build relationships and support our maintenance and building service staff efforts to provide safe, secure, sanitary and inviting facilities.
- C. I will complete check-in and checkout procedures and assist in facilitating room changes in a timely manner.

V. On-Call

- A. R/GAs 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 area 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.

VI. Holidays/Breaks/Closings

- A. I understand that I share responsibility for staff coverage during break periods when residence halls are open (i.e., Memorial Day, Juneteenth National Independence Day, July 4th).
 - 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.

VII. 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.

VIII. 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).

IX. 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.

X. 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>

XI. 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 R/GA Conference Manual.

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 provided an 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 R/GA 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. R/GA positions are salaried for the summer 2023. The time commitment will vary from week to week, but on average an R/GA works approximately one-half time (20 hours) over the course of the summer. The compensation is outlined below.

Compensation: Stipend

New Summer R/GA – \$1, 231.36

Returning Summer R/GA – \$1,270.65

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