

PERSONAL CARE ATTENDANTS (PCAs)

Section: Assignments

Policy: Personal care attendants (PCAs) will be permitted access to the residence halls without an escort by the resident with appropriate documentation from the Disability Resource Center (DRC).

Purpose: The purpose of this policy is to identify procedures associated with PCAs accessing the residence halls for the purpose of assisting the resident.

Scope: The University of Georgia strives to reasonably accommodate persons with disabilities in accordance with applicable laws and policies. In keeping with this commitment, such accommodations may involve PCAs to address the personal needs of residents with certain disabilities, so that they can more fully participate in UGA activities, services and programs. Should a resident require a PCA, the resident must first register with the DRC, and the need for a PCA should be supported by the resident's DRC coordinator. It is then the responsibility of that resident to make the appropriate arrangements as provided in this Personal Care Attendant Policy and the separate Personal Care Attendant Agreement (a copy of which is attached to this Policy). A resident may only require building access for a PCA or may require the PCA to live in the residence hall with the resident. This policy addresses both scenarios.

Procedure:

- I. A resident requesting building access for a PCA or multiple PCAs must first register with the DRC. The need for a PCA must be part of the housing accommodation recommendations supported by the DRC.
- II. The resident is responsible for ensuring each PCA clearly understands their duties.
- III. The resident is solely responsible for securing an individual to complete PCA duties. The university is not responsible for recruitment, selection and/or training of the PCA.
- IV. The associate director for assignments and contracts will follow procedures regarding communication of housing accommodations to appropriate University Housing staff prior to the beginning of the term the resident will be initially assigned or as soon as an accommodation is granted.
- V. Each PCA must complete the appropriate PCA Agreement (with PCA policy information included) each academic year. The PCA should submit the agreement to the associate director for assignments and contracts at housing@uga.edu prior to the start of their duties. The resident is responsible for ensuring that the PCA Agreement has been submitted.
- VI. The associate director for assignments and contracts will follow up with the resident after the agreement has been submitted to review procedures and answer any questions the resident may have.
- VII. If the PCA is a University of Georgia student, the associate director for assignments and contracts will notify the Housing Business and Human Resources office to grant access to the residence hall where the resident is assigned. If the PCA is not a

student, the associate director for assignments and contracts will work with the assistant director for the HSC/UV and conference services and the appropriate residence hall assistant director to order a temporary access card for each PCA who is not a student. The assistant director will distribute the temporary access cards to the resident to give to the PCA. PCAs must return cards to the residence hall director if they are no longer working or when the resident checks out, whichever comes first.

- VIII. The PCA should only use the building access granted under this policy during times when the individual is serving in the role as a PCA.
- IX. If personnel changes occur, any new PCAs must complete a PCA Agreement and submit it to the associate director for assignments and contracts. The associate director will notify the appropriate assistant director of all changes. Building access will be issued as noted above if new or additional PCAs are hired by the resident.
- X. Residents with PCAs must promptly inform the associate director for assignments and contracts when a PCA is no longer working with the resident so that building access can be deactivated.
- XI. The resident and PCA acknowledge and agree to abide by all applicable provisions of the housing contract and addendum signed by the resident, the PCA Agreement signed by the PCA, and housing policies as outlined in the Community Guide.
- XII. If the resident requires a PCA to reside in the assigned space with the resident or elsewhere in the resident's residence hall, and the PCA is not an enrolled student eligible for a housing contract:
 - a. The accommodation form from the DRC will determine whether the PCA will reside with the resident in a double space room or a different room/apartment.
 - b. The resident will be issued a contract to cover the assigned PCA. The resident will be jointly responsible for all contract terms together with the PCA, including housing fees and other miscellaneous charges.
 - c. The PCA's room key will be checked out to the resident, and the resident is responsible for distributing the key to their PCA. The resident is responsible for immediately reporting any keys that are lost or otherwise unaccounted for.
 - d. The PCA will be provided with the same furnishings as a resident in the space assigned.
 - e. The resident is responsible for signing the room inventory card for the PCA room.
 - f. If the PCA is no longer working with the resident, the assignment will be cancelled and reserved for a new PCA. If no PCA needs to be assigned, the space will be available to be assigned to other residents by the Housing Assignments Office.
- XIII. The resident should establish and maintain an alternative contingency plan should the PCA be unavailable.

The Personal Care Attendant is expected to:

- I. Follow all UGA and University Housing policies and procedures.
- II. Read and understand all applicable residence and guest policies in the online Community Guide.
- III. Immediately report a lost or unaccounted for room key or access card to the resident.
- IV. Sign the appropriate PCA Agreement, including the meningococcal statement as required by Georgia Code Section 31-12-3.2, the guardrail information and waiver, the COVID-19 acknowledgement of risk, and the lead-based paint statement, if applicable.

Revised: August 3, 2023

Revised and approved by management team: August 2, 2022

Revised: March 18, 2019

Revised: April 17, 2017

Revised: May, 2015