

ADDITIONAL EMPLOYMENT/STUDENT STAFF HOURS

Section: Human Resources

Policy: University Housing follows the University of Georgia (UGA) Conflicts of Interest, Conflicts of Commitment and Outside Activities policy at <https://policies.uga.edu/Human-Resources/Employment/Employment-Related-Policies/Outside-Activities/Conflict-of-Interest/> as required by Board of Regents [Outside Activities policy \(https://www.usg.edu/policymanual/section8/C224\)](https://www.usg.edu/policymanual/section8/C224) and the [UGA Student Employment policy \(http://policies.uga.edu/FA/nodes/view/1184/Student\)](http://policies.uga.edu/FA/nodes/view/1184/Student) regarding additional employment and additional student staff hours.

Purpose: The purpose of this policy is to provide guidelines for staff members considering having additional employment outside of University Housing. Additionally, the purpose of this policy is to provide guidelines for student staff when considering working more than 20 hours per week and when a monthly student employee is to be paid for working break periods.

Scope: This policy applies to full-time, part-time and student staff members of University Housing.

Procedure:

I. Full-time and part-time staff:

Additional employment for full and part-time staff is permitted as long as the employment does not interfere with the performance of the staff member. Refer to the UGA/Board of Regents Outside Activities policy above.

II. Student staff:

A. Academic year guidelines:

1. Graduate staff: Additional employment of graduate staff members outside of University Housing is not permitted. The Graduate School states that graduate assistants may not hold more than one assistantship. Additional fellowships must be approved by the graduate school. Any special circumstances related to a graduate staff member's academic pursuits must be approved by the supervisor and the respective director for the area in which the graduate staff member works.
2. Undergraduate staff: Additional employment for resident assistants and C.L.A.S.S. advocates is not permitted during the fall and spring semesters. During the summer, resident assistants and C.L.A.S.S. advocates who are not enrolled in classes may have another job on campus. Combined hours for both positions should not exceed 40 hours. The University Housing position takes precedence over other on-campus employment. Other students who are paid hourly (office assistants, desk assistants, maintenance assistants) may have additional employment on campus (outside of University Housing) or off campus so far as, following Human Resources directives, on-campus work hours do not exceed 20 hours per week.
 - a. Students need to discuss additional on-campus employment with their supervisor prior to accepting any positions.

- b. Students are limited to working under one account number within University Housing unless approved by the supervisor and on a temporary basis.

B. Summer and break guidelines

1. During the summer session (mid-May to early August), if an undergraduate student is enrolled in any classes, the student will be limited to working 20 hours per week.
 - a. Hourly student employees not enrolled in classes will be classified as temporary non-students during summer only.
 - b. Hourly student employees not enrolled in classes will be allowed to work up to 40 hours during summer only
 - c. Students should seek approval through the supervisory chain up to the associate director level (copying the respective director) if a student changes their enrollment status during the summer. If approved, the associate director should email the relevant HR generalist in the HBHR so the employment status can be corrected.
2. During breaks (not to exceed five weeks and including breaks between semesters) hourly students may work over 20 hours but not exceed 40 hours per week. For monthly student employees, notification up the supervisory chain to the associate director level (copying the respective director) is required. Associate directors should then notify the HBHR HR manager immediately when it is known that the monthly student employee will be working during a break period.
3. After May graduation, approval should be routed up the supervisory chain to the associate director level (copying the respective director) for hourly student employees to continue to work through the end of the summer in a temporary non-student status. If approved, the associate director should email HBHR so that the employment status can be updated. After graduation at other times of the year, supervisors should work with management, up to the associate director level, on a case-by-case basis to determine if a student may continue employment in a temporary non-student status.

Reviewed and approved by management team: February 13, 2020

Updated: January 31, 2018

Revised: September, 2015