HOURLY EMPLOYMENT ELIGIBILITY

Purpose: The purpose of this policy is to explain the eligibility requirements for hourly student and non-student employees to help ensure that Recreational Sports remains a prominent UGA student employer on campus. The majority of part-time employees should be active USG students. If an employee is a non-USG student or non-active USG student, employment must be justified and approved by a member of the Director’s team for each individual for a clearly defined period of time or on a semester-by-semester basis.

Scope: This policy applies to all hourly student (STUWK) and non-student (LBCLR) employees.

Policies:
I. HIRING ELIGIBILITY
   a. No one can start working without completing all sections of the onboarding system and hiring paperwork with the HR Specialist.
   b. UGA student employees must take at least 6 UGA credit hours during Spring/Fall (3 credit hours each term during Summer) and can only work 20 hours per payroll week.
   c. If a student drops below 6 credit hours (3 during summer), they must request to change their employment status with the Business Office. Independent study classes do not apply to the 6 credit hour regulation. These are IRS regulations and failure to comply could subject UGA and Rec Sports to substantial fines.

II. FACILITY ACCESS
   a. If you work inside the Ramsey Center building and are not currently taking classes and/or have not paid the mandatory student recreation/facility fee, you must have either:
      i. Complete an Employee Access Agreement stating that you are only entering the building only to work your Recreational Sports job. You cannot use the facility for personal reasons if you choose this option.
      ii. Pay the student recreation/facility fee through Athena.

III. PARKING INFORMATION
   a. For safety and security reasons, student and part-time employees working shifts that start before 7:00 a.m. may request permission to purchase a Ramsey parking pass for the East Campus Deck ($35 annually). The request must be approved by your supervisor first and then referred to the Rec Sports Director for final approval. Employees with this permit will have to be out of the deck no later than 8:30 a.m. Currently, this is the only special provision for employee parking.
   b. Link to Parking Services Map:
      http://www.parking.uga.edu/maps/UGAParkingMap.pdf

Recreational Sports Department Handbook
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IV. MANDATORY TRAINING
   a. The “Public Employee Hazardous Chemical Protection and Right-to-Know Act” of 1988 mandates that all University employees, including student employees, be made aware of the hazardous chemicals that employees may come in contact with while working and the employee’s rights and responsibilities under the Act. Therefore, all employees must view this as part of online orientation.

   b. All employees are expected to maintain appropriate certifications necessary for their job functions as listed in the position description. All employees must hold current certifications in American Red Cross CPR/AED for the Professional Rescuer and First Aid. Those hired with other versions of CPR are allowed to wait until the expiration of their certification before taking the CPR/AED for the Professional Rescuer class unless required specifically in their job description.

   c. All employees are expected to attend all scheduled training sessions as they occur throughout the semester. These sessions may be full days, multiple days or several hours during the day, evening, or weekend. Formats may include lectures, practical demonstrations and/or participatory exercises.

   d. All University employees, including student staff, are required to complete SecureUGA modules on-line in an effort to educate the University community on electronic safety and identity protection. SecureUGA modules can be accessed at secure.uga.edu. These modules must be completed within a month of hiring.

   e. All UGA employees, including temporary and student staff are also required to complete the University System of Georgia Ethics Course within one month of hiring. The ethics course is available through the UGA eLearning Commons: http://www.hr.uga.edu/ethics.html. MyID and password required for login.

V. WORKING HOURS
   a. Student staff may not work over 20 hours per week. Employees can be terminated for exceeding this limit.

VI. ENDING EMPLOYMENT
   a. All hourly employees are at-will employees which means that an employee can be dismissed without warning and without having to establish “just cause”.

   b. In order to end your employment, you should give your supervisor two weeks’ notice and schedule an exit interview with the Rec Sports Business Office.

   c. You must approve all timesheets. If you do not approve, you will be required to sign a paper timesheet.

   d. If you currently have GDCP deductions, you need to complete a refund request form. The instructions for this process are given to you during your exit interview.
Procedures:
I. Hiring
   a. All applicants must complete the Personnel Information Sheet for Student Employees.

   b. Complete the web-based onboarding via an email from UGA Human Resources.

   c. Schedule an appointment with the department’s HR Specialist.

      i. At this appointment, you must bring the following:
         1. completed W4
         2. completed G4
         3. original I-9 document(s)
         4. cancelled bank account check or deposit slip.

   d. Form I-9 – Employment Eligibility Verification
      Federal law requires that every employer verify individuals who are authorized to work in the United States. In order to do so, we must obtain proof of eligibility. You can provide proof of eligibility by bringing in the ORIGINAL form of the following documents. If you bring in a document from List A, we only require one form of proof. If you do not have a document from List A, you must bring one document from List B and one document from List C.

      i. Acceptable documents:
         1. List A (only need to provide 1 form of proof from this list)
            a. U. S. Passport or U.S. Passport Card

         2. List B (Proof of Identity) and List C (Proof of Work Authorization)

            | List B                          | List C                                      |
            |--------------------------------|---------------------------------------------|
            | Driver’s License or ID Card    | Social Security Card authorized for          |
            | issued by State or Possession | employment                                  |
            | with Photo                     |                                             |
            | ID Card issued by Federal,     | Form FS-545 – Certificate of Birth          |
            | State or Local Government      | Abroad from Department of State             |
            | with Photo                     |                                             |
            | School ID Card with Photo      | Form DS-1350 – Certificate of Report of      |
            |                                | Birth from Department of State              |
            | U.S. Military Card             | Original Birth Certificate or Certified      |
            |                                | Copy with Official Seal                      |
            | U.S. Coast Guard Merchant      | Native American Tribal Document              |
            | Mariner Card                   |                                             |
            | Native American Tribal Document |                                             |
            | with Photo                     | Form I-197 – U.S. Citizen Card               |
            | Canadian Driver’s License with | Form I-179 – ID Card for Use of Resident     |
            | Photo                          | Citizen in the U.S.                          |
            |                                | Social Security Account Number Card          |
            |                                | Replacement Receipt                          |

   e. If your position requires a background check, you must complete the consent form by following the links sent from Human Resources.
II. ENDING EMPLOYMENT
   a. Give a two weeks’ notice to your area supervisor.
   b. Sign all time sheets.
   c. Schedule an exit interview with the HR Specialist.