

HOURLY EMPLOYMENT ELIGIBILITY

Purpose: The purpose of this policy is to explain the eligibility requirements for hourly student employees to help ensure that Recreational Sports remains a prominent UGA student employer on campus. All student employees should be active UGA students. Students graduating can work until the pay period ends that graduation falls within.

Scope: This policy applies to all hourly student (18T) employees.

Policies:

I. HIRING ELIGIBILITY

- a. I-9 documentation must be turned in within 3 days of student employee's start date.
- 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.

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. MANDATORY TRAINING

- a. 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. 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.
- b. 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.
- c. All employees are required to complete the Rec Sports 101 online training modules on the Recreational Sports Staff Trainings eLC course within approximately 30 days of their start date with Recreational Sports. Employees that fail to complete the training by the due date will receive accountability points and may be removed from shifts until the training is completed.
- d. All University employees, including student staff, are required to complete Cybersecurity modules on-line in an effort to educate the University community

on electronic safety and identity protection. Cybersecurity modules can be accessed at www.pep.uga.edu . These modules must be completed within a month of hiring and also must be completed each April and October.

- 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 pep.uga.edu. MyID and password required for login.

IV. WORKING HOURS

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

V. 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 copy recpay@uga.edu on the email.
- c. The last day of employment for graduating student employees is the last day of the pay period that commencement falls within.

Procedures:

I. Hiring

- a. All applicants must complete the Rec Sports Student Employee Application. Once this is complete, an UGA Jobs application link will be sent to their UGA email asking them to complete another application within the UGA HR system.
- b. Complete background check if the position requires one.
- c. Complete the web-based onboarding via an email from UGA Human Resources.
- d. After the completion of the I-9 requirements at UGA HR, the new employee and the supervisor will receive a Welcome to the RamFam e-mail. The e-mail will contain information relating to direct deposit and tax withholdings.

II. ENDING EMPLOYMENT

- a. Give a two weeks’ notice to your area supervisor and copy recpay@uga.edu on the email.