November 10, 2023

«Title» «First\_Name» «Last\_Name» «sid»

«Address 1» «Address 2»

«City\_», «State\_» «ZIP»

Dear «Title» «Last\_Name»:

I am pleased to inform you that you have been hired as a <<Graduate Assistant or Graduate Research Assistant>> with a tuition reduction during the Spring 2024 semester. The amount of your stipend will be paid according to the Monthly Payroll Schedule, which can be found online at: <https://www.westga.edu/hr/payroll-schedules.php>

If this is your first semester in an assistantship, BEFORE you begin working, you must complete new hire paperwork with Human Resources. UWG utilizes an online process to complete most of their new hire paperwork. You will receive two emails from Human Resources. The first email will include your login ID and instructions for accessing the new hire paperwork in Equifax. The second email will contain your password. Make sure to follow all steps as required by Human Resources before your first day of work.

Position Title/Nature of work:

Amount of stipend for Spring 2024:
Number of hours required to work:

Start Date:

End Date:

If you are a new employee, you are required to complete mandatory training within 30 days. This training will be available via your DevelopWest account.

Enclosed is a statement of regulations governing your appointment.

Please return your Assistantship Acceptance Form, included in this packet, within ten days of receipt of this letter. Also, you need to be aware of the following regulations:

**● You must be enrolled in 6 credit hours in the fall and spring semesters to receive the assistantship and at least 3 credit hours for summer.**

**● Should you resign from your assistantship and/or withdraw from school during the semester, you will be billed a prorated amount of the tuition reduction received with your appointment.**

Best wishes for a happy and productive semester.

Sincerely,

<<Hiring Department Head>>
<<Title of Hiring Department Head>>

Enclosures: Regulations Privacy Agreement

 Assistantship Acceptance Form Mandatory Health Insurance Information

**REGULATIONS GOVERNING GRADUATE ASSISTANTSHIPS**

**UNIVERSITY OF WEST GEORGIA**

The graduate assistant or graduate research assistant renders part-time service to the hiring department. **Graduate assistants and graduate research assistants are not allowed to work more than twenty hours per week without special approval. You must track your time in your OneUSG Connect portal.** Each assistant should report to his/her supervisor for their work assignment.

Due to their service obligations, assistants are not permitted to enroll in more than 9 hours without special permission from the college or school dean of their major. Graduate assistants are expected to maintain a cumulative grade point average of 3.0 and remain in Good Academic Standing. The performance of an assistant is evaluated at the end of each semester by the supervisor and the hiring department.

No student is eligible for an assistantship if he or she has been convicted of a felony, unless that felony was expunged from the records by way of a “First Offender Act” or a pardon.

Human Resources will contact you via an email to your **my.westga.edu** email address to complete the secure background check process, if required for your position. The email will come from **Accurate Background, Inc.**

All work performed by Graduate Assistants, including remote work, must be performed within the state of Georgia.

For a full list of policies concerning Graduate Assistantship positions, please visit https://www.westga.edu/academics/gradstudies/graduate-student-assistantships/policies.php.

**Assistantship Acceptance Form**

November 10, 2023 ID#:«sid»

This letter is to certify that I, «First\_Name» «Last\_Name», accept the University of

West Georgia’s offer of a graduate assistantship for Spring Semester 2024.

Sincerely,

\*STUDENTS\*
Please sign and return to:
<<Hiring Department>>

**Please provide a copy to the student and maintain the original in the department’s file.**

**Privacy Agreement**

**AGREEMENT BY GRADUATE ASSISTANTS AND GRADUATE RESEARCH ASSISTANTS TO MAINTAIN CONFIDENTIALITY AND PRIVACY OF RECORDS PERTAINING TO STUDENTS, FACULTY, STAFF, AND THE UNIVERSITY**

I, (print name), understand that in my capacity as a Graduate Assistant or Graduate Research Assistant at The University of West Georgia, I may have access to confidential and private records of other students, faculty, and staff and/or pertaining to the University.

I understand that under federal law and University policy, student records are protected from disclosure to third parties unless pursuant to narrow exceptions and that other confidential records must not be disclosed.

I agree to maintain the confidentiality and privacy of all such records during and after my period(s) of employment at the University of West Georgia. I shall not, directly or indirectly, communicate to any person other than my supervisor, or an individual approved by my supervisor, any information concerning such records. I understand that any such disclosure may be grounds for termination, prohibition of future employment and/or for dismissal from the University of West Georgia.

Signature

Date

\*STUDENTS\*
Please sign and return to:
<<Hiring Department>>

**Please provide a copy to the student and maintain the original in the department’s file.**

November 10, 2023

**Mandatory Health Insurance Information**

The USG SHIP contract has been awarded to United Healthcare/Student Resources. For the 2023-2024

academic year the USG SHIP will provide the following:

• A comprehensive, affordable Core Plan for mandatory (with hard waiver) and optional participation with comprehensive covered benefits that meet the Patient Protection and Affordable Care Act (PPACA) mandates as they apply to college and university student health insurance plans.

Enrolling in the Insurance Plan

The insurance charge will automatically be charged to your UWG account.

**Although you are automatically charged for the insurance, you must enroll online to activate coverage. Please go to** [**http://studentcenter.uhcsr.com/westga**](http://studentcenter.uhcsr.com/westga) **to enroll in coverage.**

Semester Coverage Dates Rate

|  |  |  |
| --- | --- | --- |
| Fall 2023 | 08/01/23 – 12/31/2023 | $1,194.00 |
| Spring/Summer 2024 | 01/01/2024 – 07/31/2024 | $1,662.00 |
| Summer 2024 ONLY (new hires) | 05/01/2024 – 07/31/2024 | $624.00 |

Note: The policy requires that students first visit UWG Health Services (except in cases of emergencies, when Health Services is closed, treatment is received 30 miles from campus, or the student requires treatment for maternity or psychotherapy). The purpose of this requirement is to help the student save time and money, because Health Services provides a wide range of services, including free or low cost prescriptions for many medications. Health Services is open 8 a.m. to 6 p.m. Monday through Thursday and 8 a.m. to 5 p.m. on Friday, during the regular academic year. Students can visit Health Services without an appointment. For more information, contact Health Services at 678-839-6452.

Request Waiver for Insurance Plan

If you have group insurance, you may be able to avoid this cost by submitting a waiver request on the United Healthcare website**:** <http://studentcenter.uhcsr.com/westga>.

**The waiver period will open December 4, 2023 and will close February 8, 2024. No waiver for Spring 2024 will be processed after the close date.**

If you fail to pay UWG for the insurance or fail to get a waiver from United HealthCare, you will be dropped from classes.

For further questions, consult the United Healthcare website: [www.studentcenter.uhcsr.com/westga](http://www.studentcenter.uhcsr.com/westga)