

2015 CAMPUS GUIDE FOR HANDLING CAMP WORKERS

Please read the following important information if your department or school sponsors youth camps. We ask that you forward this message to each director and/or administrator who is responsible for a camp. This guide is to inform you about the requirements for camp workers.

1. Student Camp Titles

- a. (0078) Student Camp Worker
- b. (0098) Camp Resident Assistant

2. Classified Staff Camp Titles

- a. (9983) [Camp Worker](#) / (9985) [Camp Counselor](#)*
- b. (9981) [Camp Specialist](#)
- c. (9980) [Camp Director](#)

***NOTE:** *The new Camp Counselor classification is interchangeable with the existing Camp Worker classification. It was created for administrative and legal purposes. Departments may use whichever classification they prefer.*

All camp workers must be assigned in HRMS using the appropriate camp job code. The following job codes must be utilized in the HRMS assignment and for authorized voucher payments (when applicable):

Camp Definition:

1. *Held on the UT Austin campus OR operated by UT Austin anywhere;*
2. *Have recreational, athletic, religious or educational activities for campers/participants; and*
3. *Have campers/participants who are minors (under the age of 18) and are not employees of UT Austin.*

BACKGROUND CHECK REQUIREMENTS

- **The following checks are required on a yearly basis**
 - *Workers who have lived in Texas for the past 7 years*
 - Texas Department of Public Safety (\$6.50)
 - National Sex Offender Registration check (\$4.00)
 - *Workers who have lived outside of Texas in the past 7 years*
 - Out-of-state vendor check (\$35.00 up)
 - Includes National Sex Offender Registration check
 - *International workers need an international vendor check (\$35.00 up) ONLY IF*
 - The workers has resided outside of U.S. at some time since age 14
 - AND their Visa was issued or reviewed prior to 10/24/11
 - Need for international check is determined by the camp director
- **The yearly background checks must be complete before the worker can take Child Protection Training**
- **For more information, refer to the following policies:**
 - [UT System 124](#)
 - [HOP 5-1140](#)

CHILD PROTECTION TRAINING FOR CAMP WORKERS

- **Applies to employees, volunteers, and third party camp workers**
 - **Child Protection Training is required every two years**
 - UT Austin employees and affiliates
 - **Compliance training module CW 514 (no cost)**
 - Requires an EID*
 - Third party workers
- *NOTE: A High Assurance EID is no longer needed.*
- **Training must be complete before the camp begins**
 - **For more information, refer to the [guidelines](#) for implementing SB1414.**

STUDENT CAMP TITLES

NON-EXEMPT

	(0078) Student Camp Worker	(0098) Camp Resident Assistant
Pay Range	\$15,096 (\$7.26/hour) - \$38,664 (\$18.59/hour)	\$15,096 (\$7.26/hour) - \$38,664 (\$18.59/hour)
Job Description	<ul style="list-style-type: none"> ▪ Work functions relate to the support of camp operations. Tasks assigned must be non-academic in nature. ▪ <i>This job code is reserved for student employees; both affiliated with the university and those not affiliated with the university.</i> <p><i>NOTE: This student classification cannot currently be used in HRMS with University Affiliate – Casual Employee position. Instead, use a regular, pooled student position and pay via OV1.</i></p> <p><i>If it is necessary to substitute the Classified title Camp Worker (9983) so that you may pay via OV2, please obtain approval from your SWS HR Partner first. However, substitutions may only be for those working less than two (2) weeks.</i></p>	<ul style="list-style-type: none"> ▪ Supervise campers during meals, free time, special events, and field trips. Assist with pre-session planning and preparation and post-session activities, participate in staff meetings, and lead and organize social and recreational activities for campers. ▪ Camp Resident Assistants typically are housed with the campers. Their duties may require them to be available to the campers and staff on an on-call or as-needed basis outside their regularly scheduled work hours. ▪ <i>This job code is reserved for student employees; both affiliated with the university and those not affiliated with the university.</i> <p><i>NOTE: This student classification cannot currently be used in HRMS with University Affiliate – Casual Employee positions. Contact your SWS HR Partner for positions that last less than two (2) weeks for alternatives.</i></p>
Minimum Qualifications/ Requirements	<ul style="list-style-type: none"> ▪ Background check and sex offender registry check required annually for all employees in this job code. Every two years Child Protection Compliance training must be completed. CPR, standard first aid, or other camp specific safety training may be required. ▪ Must meet the eligibility criteria for either the Non-Affiliated Student Worker job title (if not admitted to UT Austin) or the other student non-academic job titles (if admitted to UT Austin). 	<ul style="list-style-type: none"> ▪ Background check and sex offender registry check required annually for all employees in this job code. Every two years Child Protection Compliance training must be completed. CPR, standard first aid, or other camp specific safety training may be required. ▪ Must meet the eligibility criteria for either the Non-Affiliated Student Worker job title (if not admitted to UT Austin) or the other student non-academic job titles (if admitted to UT Austin).
Assignment Requirements	<ul style="list-style-type: none"> ▪ Assign all student employees in this job code at the appropriate hours and compensation rate. ▪ The pay type for this job code is HOURLY. ▪ If assigning more than four (4) student employees to one position, consider using a pooled student position. 	<ul style="list-style-type: none"> ▪ Assign all student employees in this job code at the appropriate hours and compensation rate. ▪ The Pay Type may be either Monthly or Hourly ▪ If assigning more than four (4) student employees to one position, consider using a pooled student position for either pay type option.
Timekeeping Requirements	<ul style="list-style-type: none"> ▪ All hours worked MUST be recorded, paid out to employee accordingly, and records properly retained. These hours should be recorded in either the electronic hourly timesheet system. 	<ul style="list-style-type: none"> ▪ All hours worked MUST be recorded, paid out to employee accordingly, and records properly retained. ▪ Because Resident Assistants reside on the employer’s premises and receive compensation in the form of room and/or board (including meals), the monetary compensation they receive is generally for “duty hours” related to core camp responsibilities. However, on-call hours that require the CRA to remain on camp premises are considered hours worked and must be recorded and retained by the camp administrator and available for audits.
Payment Requirements	<ul style="list-style-type: none"> ▪ Payments are processed using the OV1 payroll document. ▪ Any hours exceeding 40 hours are compensated as overtime via a payroll OV5 document. 	<ul style="list-style-type: none"> ▪ HOURLY: Payments are processed using the OV1 payroll document. ▪ MONTHLY: Paid out on the monthly payroll date. ▪ Any hours exceeding 40 hours are compensated as overtime via a payroll OV5 document for both pay-types (Hourly and Monthly).

CLASSIFIED STAFF CAMP TITLES

	NON-EXEMPT	EXEMPT	
	(9983) Camp Worker / (9985) Camp Counselor	(9981) Camp Specialist	(9980) Camp Director
Pay Range	\$22,884 (\$11.01/hour) - \$38,664 (\$18.59/hour)	\$34,044 - \$55,008	\$45,000 - \$109,980
Job Description	General supervision of multiple camp participants, facilitates camp rules, regulations, and oversees safety concerns.	This is a hands-on position responsible for a group of camp participants and may be responsible for teaching an activity in which the Camp Specialist has specific education, skills or qualifications.	Has the ultimate responsibility for running the camp and will deal with all major issues. Directly involved with the operation and management of a camp program and whose duties cover both administration and program.
Minimum Qualifications/ Requirements	<ul style="list-style-type: none"> ▪ Background check and sex offender registry check required annually for all employees in this job code. Every two years Child Protection Compliance training must be completed. CPR, standard first aid, or other camp specific safety training may be required. ▪ High school graduation or GED. Other camp-specific training may be required. 	<ul style="list-style-type: none"> ▪ Background check and sex offender registry check required annually for all employees in this job code. Every two years Child Protection Compliance training must be completed. CPR, standard first aid, or other camp specific safety training may be required. ▪ Professional level credentials. Other camp-specific training may be required. 	<ul style="list-style-type: none"> ▪ Background check and sex offender registry check required annually for all employees in this job code. Every two years Child Protection Compliance training must be completed. CPR, standard first aid, or other camp specific safety training may be required. ▪ Professional level credentials. Other camp-specific training may be required.
Assignment Requirements <i>EMPLOYEES WORKING LESS THAN TWO WEEKS</i> <i>Note: If employed for more than two weeks, employee is not a Casual Employee. Instead a regular HRMS position must be created; must assign as a regular UT employee.</i>	<p align="center"><i>FULL-TIME NON-EXEMPT CURRENT UT EMPLOYEES</i></p> <ul style="list-style-type: none"> ▪ Departments may retain employees in the title they currently hold. Create a University Affiliate, Casual Employee position in this job code, which is also NON-EXEMPT, in order to track the camp work. <p align="center"><i>PART-TIME NON-EXEMPT CURRENT UT EMPLOYEES</i></p> <ul style="list-style-type: none"> ▪ If hours will increase as a result of camp work, create a new hourly or monthly paid position in this job code at the appropriate hours and compensation rate to track the camp-related work. ▪ If hours will remain the same, create a University Affiliate, Casual Employee position in this job code, which is also NON-EXEMPT, in order to track the camp work. 	<p align="center"><i>FULL-TIME EXEMPT CURRENT UT EMPLOYEES</i></p> <ul style="list-style-type: none"> ▪ Departments may retain employees in the title they currently hold. Create a University Affiliate, Casual Employee position in this job code, which is also EXEMPT, in order to track the camp work. <p align="center"><i>PART-TIME EXEMPT CURRENT UT EMPLOYEES</i></p> <ul style="list-style-type: none"> ▪ If hours will increase as a result of camp work, create a new hourly or monthly paid position in this job code at the appropriate hours and compensation rate to track the camp-related work. ▪ If hours will remain the same, create a University Affiliate, Casual Employee position in this job code, which is also EXEMPT, in order to track the camp work. 	<p align="center"><i>FULL-TIME EXEMPT CURRENT UT EMPLOYEES</i></p> <ul style="list-style-type: none"> ▪ Departments may retain employees in the title they currently hold. Create a University Affiliate, Casual Employee position in this job code, which is also EXEMPT, in order to track the camp work. <p align="center"><i>PART-TIME EXEMPT CURRENT UT EMPLOYEES</i></p> <ul style="list-style-type: none"> ▪ If hours will increase as a result of camp work, create a new hourly or monthly paid position in this job code at the appropriate hours and compensation rate to track the camp-related work. ▪ If hours will remain the same, create a University Affiliate, Casual Employee position in this job code, which is also EXEMPT, in order to track the camp work.

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Assignment Requirements (continued)	<p align="center"><i>EMPLOYEES WORKING LESS THAN TWO WEEKS</i></p> <ul style="list-style-type: none"> Assign full-time and part-time positions in this job code at the appropriate hours and compensation rate to be paid out hourly. If employed for less than two weeks, a University Affiliate – Casual Employee category position must be created and paid via OV2. 	<p align="center"><i>EMPLOYEES WORKING LESS THAN TWO WEEKS</i></p> <ul style="list-style-type: none"> Must be assigned in a University Affiliate, Casual Employee position. 	<p align="center"><i>EMPLOYEES WORKING LESS THAN TWO WEEKS</i></p> <ul style="list-style-type: none"> Must be assigned in a University Affiliate, Casual Employee position.
Timekeeping Requirements <p><i>Note: All employees, except faculty, TAs, AIs and GRAs, are currently required to complete timesheets.</i></p>	<p align="center"><i>FULL-TIME AND PART-TIME CURRENT UT EMPLOYEES AND</i></p> <ul style="list-style-type: none"> All hours worked MUST be recorded, paid out to employee accordingly, and records properly retained. See notes in margin. <p align="center"><i>EMPLOYEES WORKING LESS THAN TWO WEEKS</i></p> <ul style="list-style-type: none"> For individuals paid via OV2 voucher, hours must be recorded on the voucher. 	<p align="center"><i>FULL-TIME AND PART-TIME CURRENT UT EMPLOYEES</i></p> <ul style="list-style-type: none"> For current EXEMPT employees, follow normal timekeeping requirements. <p align="center"><i>EMPLOYEES WORKING LESS THAN TWO WEEKS</i></p> <ul style="list-style-type: none"> For individuals paid via OV2 voucher, hours must be recorded on the voucher. 	<p align="center"><i>FULL-TIME AND PART-TIME CURRENT UT EMPLOYEES</i></p> <ul style="list-style-type: none"> For current EXEMPT employees, follow normal timekeeping requirements. <p align="center"><i>EMPLOYEES WORKING LESS THAN TWO WEEKS</i></p> <ul style="list-style-type: none"> For individuals paid via OV2 voucher, hours must be recorded on the voucher.
Payment Requirements <p><i>See notes on next page for employees working less than two weeks.</i></p>	<p align="center"><i>FULL-TIME AND PART-TIME CURRENT UT EMPLOYEES AND</i></p> <ul style="list-style-type: none"> All NON-EXEMPT hourly paid employee payments are processed using the OV1 payroll document. All NON-EXEMPT monthly paid employee payments are paid out on the monthly payroll date. PART-TIME NON-EXEMPT employees <u>must</u> be paid for the hours worked over their appointed work hours, as they may not accrue state compensatory time. Monthly paid employees may be paid for hours over their assigned work hours by Manual Payroll voucher. Hourly paid employees are paid using the OV1 payroll document. 	<p align="center"><i>FULL-TIME EXEMPT CURRENT UT EMPLOYEES</i></p> <ul style="list-style-type: none"> All EXEMPT monthly paid employee payments are paid out on the monthly payroll date. All EXEMPT hourly paid payments are processed using the OV1 payroll document. If the camp-related work falls outside the scope of the employee’s current responsibilities, the department may submit a Salary Adjustment Request for Temporary Additional Duties to compensate the employee for the camp work. 	<p align="center"><i>FULL-TIME EXEMPT CURRENT UT EMPLOYEES</i></p> <ul style="list-style-type: none"> All EXEMPT monthly paid employee payments are paid out on the monthly payroll date. All EXEMPT hourly payments are processed using the OV1 payroll document. If the camp-related work falls outside the scope of the employee’s current responsibilities, the department may submit a Salary Adjustment Request for Temporary Additional Duties to compensate the employee for the camp work.

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	<i>(9983) Camp Worker / (9985) Camp Counselor</i>	<i>(9981) Camp Specialist</i>	<i>(9980) Camp Director</i>
<p>Payment Requirements (Continued)</p> <p><i>EMPLOYEES WORKING LESS THAN TWO WEEKS</i></p> <p><i>Note: If employed for more than two weeks, employee is NOT a Casual Employee. Instead a regular HRMS position <u>must</u> be created; <u>must</u> assign as a regular UT employee.</i></p> <p><i>Departments may use an OV2 to compensate employees for the camp-related work.</i></p> <p><i>For ACA recordkeeping purposes, the OV2 voucher now require hours worked, even for flat rate amounts.</i></p> <p><i>Must be assigned in a University Affiliate, Casual Employee position.</i></p>	<p align="center"><i>FULL-TIME AND PART-TIME CURRENT UT EMPLOYEES AND</i></p> <ul style="list-style-type: none"> ▪ Any hours worked that exceed 40 hours in a workweek must be compensated as Overtime via a payroll OV5 document at the rate where the Overtime occurred. ▪ Departments may use an OV2 voucher to compensate employees for the camp-related work. ▪ For ACA recordkeeping purposes, the OV2 voucher now require hours worked, even for flat rate amounts. ▪ Must be assigned in a University Affiliate, Casual Employee position. <p align="center"><i>EMPLOYEES WORKING LESS THAN TWO WEEKS</i></p> <ul style="list-style-type: none"> ▪ <i>See notes in margin.</i> 	<p align="center"><i>FULL-TIME EXEMPT CURRENT UT EMPLOYEES</i></p> <ul style="list-style-type: none"> ▪ FULL-TIME EXEMPT employees may earn state compensatory time for the total number of hours worked that exceeds 40 hours in one workweek. ▪ FULL-TIME EXEMPT employees must <u>not</u> be paid earned state compensatory time. <p align="center"><i>PART-TIME EXEMPT CURRENT UT EMPLOYEES</i></p> <ul style="list-style-type: none"> ▪ All EXEMPT monthly paid employee payments are paid out on the monthly payroll date. All EXEMPT hourly payments are processed using the OV1 payroll document. ▪ PART-TIME EXEMPT employees may either be paid for the hours worked in excess of their assigned work hours at straight time or earn state compensatory time. ▪ Monthly paid employees must be compensated for hours over their appointed work hours using a Manual Payroll voucher; hourly paid employees must be compensated using the OV1 payroll document. <p align="center"><i>FULL-TIME AND PART-TIME</i></p> <ul style="list-style-type: none"> ▪ Hours worked in excess of 40 hours in a workweek must be paid as Overtime via OV5 document at the overtime rate in the assignment it occurred. <p align="center"><i>EMPLOYEES WORKING LESS THAN TWO WEEKS</i></p> <ul style="list-style-type: none"> ▪ <i>See notes in margin.</i> 	<p align="center"><i>FULL-TIME EXEMPT CURRENT UT EMPLOYEES</i></p> <ul style="list-style-type: none"> ▪ FULL-TIME EXEMPT employees may earn state compensatory time for the total number of hours worked that exceeds 40 hours in one workweek. ▪ FULL-TIME EXEMPT employees must not be paid for earned state compensatory time. <p align="center"><i>PART-TIME EXEMPT CURRENT UT EMPLOYEES</i></p> <ul style="list-style-type: none"> ▪ All EXEMPT monthly paid employee payments are paid out on the monthly payroll date. All EXEMPT hourly payments are processed using the OV1 payroll document. ▪ As a PART-TIME EXEMPT employee, employees may either be paid for the hours worked in excess of their appointed work hours at straight time or earn state compensatory time. ▪ Monthly paid employees must be compensated for hours over their appointed work hours using a Manual Payroll voucher; hourly paid employees must be compensated using the OV1 payroll document. <p align="center"><i>FULL-TIME AND PART-TIME</i></p> <ul style="list-style-type: none"> • Any hours worked that exceed 40 hours in a workweek must be compensated as Overtime via a payroll OV5 document at the rate where the Overtime occurred. <p align="center"><i>EMPLOYEES WORKING LESS THAN TWO WEEKS</i></p> <ul style="list-style-type: none"> ▪ <i>See notes in margin.</i>