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SB34-16/17: Resolution Drafting a Pay Raise Policy for the Off-Campus Renter Center

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The Associated Students of the University of Montana
Resolution Drafting a Pay Raise Policy for the Off-Campus Renter Center
October 18th, 2016
SB34-16/17
Authored by: Chase Greenfield, ASUM Business Manager; Mary O’Malley, ASUM Off-Campus Renter Center Director;
Sponsored by:

Whereas, The Associated Students of the University of Montana (ASUM) is bound by its Personnel Policy;

Whereas, the ASUM Off-Campus Renter Center (OCRC) employs five (5) Neighborhood Ambassadors, one (1) Neighborhood Ambassador Program Manager, and one (1) Outreach Coordinator;

Whereas, the Outreach Coordinator position has not been added to ASUM Personnel Policy;

Whereas, the ASUM OCRC has traditionally given these employees a $0.10 per hour pay raise each year they return to their position as an incentive to continue work with the OCRC;

Whereas, this compensation is meant to retain employees who have gone through extensive training and have experience in their positions;

Whereas, the ASUM OCRC did not hire an Off-Campus Eco-Representative this year, as two Neighborhood Ambassadors will be taking on the responsibilities of this position. ASUM budgeted $1275 for this position;

Whereas, the number of years for returning employees totals 11 years, and the adjusted increase in hourly wages totals an additional $238.60 in expenditures for the fiscal year;

Whereas, the Off-Campus Eco-Representative position funding more than covers the amount needed to apply this pay raise for the fiscal year;

Therefore, Let It Be Resolved, that Section 4.83 of ASUM Personnel Policy be created with the following language:

4.83 OCRC Outreach Coordinator

The Outreach Coordinator will research and provide the UM campus with agency information, support renter education campaigns, design marketing materials and other activities as needed. Duties may include designing marketing materials and distributing said materials to the campus community; maintaining and updating social networking sites; hosting an OCRC table at UM and community outreach events; general documentation and reporting on OCRC outreach efforts; and attending other outreach activities as directed by the OCRC Director or the ASUM Housing Board.
Therefore, Let It Be Further Resolved, that the Off-Campus Renter Center portion of Section 3.0 of ASUM Personnel Policy be amended to include the position of “Outreach Coordinator” at the base rate of $8.50 with no more than 32 hours per month;

Therefore, Let It Further Be Resolved, Section 4.84 of ASUM Personnel Policy be created with the following language:

4.84 Annual Pay Raise

Each year that a student employee of the ASUM Off-Campus Renter Center returns to their position they will receive a $0.10 per hour pay raise, pending approval of the OCRC Director and the ASUM Housing Board. A student’s pay may not be increased more than $0.60 per hour without approval from the ASUM Senate.

Therefore, Let It Further Be Resolved, that the pay for each of the Off-Campus Renter Center student employees be increased by $0.10 per hour for each year that they have held their position;

Therefore, Let It Further Be Resolved, that a copy of this resolution be sent to Mary O’Malley, ASUM Off-Campus Renter Center Interim Director and Marlene Hendrickson, ASUM Accountant.

Passed by Committee (B&F): October 24th, 2016
Passed by Committee (Housing): October 28th, 2016
Passed by ASUM Senate: ____________________________, 2016

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Kimberly Lamar
Chair of the Housing Board

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Chase Greenfield
Chair of the Board on Budget and Finance

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Elizabeth Engebretson
Chair of the Senate