Fall 2008

SB02-08/09: Update of Personnel Policy 2.0

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Whereas, current ASUM Personnel Policy causes unnecessary bureaucracy for ASUM Agency Directors,

Whereas, ASUM Agency Directors should have sole discretion over hiring, firing, and discipline of student employees,

Whereas, ASUM Agency Directors still must obtain approval from the ASUM President regarding classified staff personnel issues,

Therefore, Let It Be Resolved that ASUM Personnel Policy is amended as follows:

Item 2.0 STUDENT PERSONNEL

2.1 Student Personnel are defined as work-study and non-work study.

2.2 All non-elected student positions must be advertised via the "Student Employment Requisition Form." These forms should be signed by the ASUM Office Manager. A copy of the requisition form will be posted in ASUM.

2.3 An ASUM student employee is defined as one enrolled for six (6) credits or more, in good academic standing, and working consistently less than forty (40) hours per week. This requirement will not apply to summer session employees. If a student employee fails to adhere to these criteria, he/she will be subject to immediate dismissal. In the event of emergency or extreme cases regarding student employment, the Board on Budget and Finance may adjudicate any appeals it deems necessary. All ASUM student employees must pay the activity fee.

2.4 Positions with monthly designated base hours may not be compensated beyond that base. Any services provided in addition to the base hours required for the position shall be provided on a volunteer basis. This shall be a precondition to the acceptance of the employment by the employee. Each employee shall sign an appropriate statement regarding voluntary services to be done or which have been provided.

2.5 Rates and base hours shall be enumerated on the table below. Employees working less than the full number of required hours in any given time period shall receive a prorated amount of their monthly wage based upon the above hourly figure. (For example, if an employee has a designated base salary of 80 hours and worked only 20 hours during the time period, the employee's wages will be prorated.)

2.6 All agency directors have discretion regarding must obtain approval from the ASUM President or his or her designee for all hiring, firing and discipline of student employees. Should the need for on the spot termination of student employees arise, the ASUM President and the ASUM Personnel Supervisor must be immediately informed and grant approval. The ASUM Child Care Director is exempt from this due to child endangerment laws as governed by licensing standards.