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Recommended Citation

Hunter, Trevor, "SB02-08/09: Update of Personnel Policy 2.0" (2008). *Senate Resolutions, 2007-Present*. 275.

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1 **The Associated Students of The University of Montana**
2 **Update of Personnel Policy 2.0**
3 **September 3, 2008**
 Senate Bill Number SB2-08/09
 Authored by: Trevor Hunter, ASUM President

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

6
7 Whereas, ASUM Agency Directors should have sole discretion over hiring, firing, and discipline of
8 student employees,

9
10 Whereas, ASUM Agency Directors still must obtain approval from the ASUM President regarding
11 classified staff personnel issues,

12
13 Therefore, Let It Be Resolved that ASUM Personnel Policy is amended as follows:

14
15 **Item 2.0 STUDENT PERSONNEL**

16 **2.1** Student Personnel are defined as work-study and non-work study.

17 **2.2** All non-elected student positions must be advertised via the "Student Employment Requisition
18 Form." These forms should be signed by the ASUM Office Manager. A copy of the requisition form will
19 be posted in ASUM.

20 **2.3** An ASUM student employee is defined as one enrolled for six (6) credits or more, in good academic
21 standing, and working consistently less than forty (40) hours per week. This requirement will not apply
22 to summer session employees. If a student employee fails to adhere to these criteria, he/she will be
23 subject to immediate dismissal. In the event of emergency or extreme cases regarding student
24 employment, the Board on Budget and Finance may adjudicate any appeals it deems necessary. All
25 ASUM student employees must pay the activity fee.

26 **2.4** Positions with monthly designated base hours may not be compensated beyond that base. Any
27 services provided in addition to the base hours required for the position shall be provided on a volunteer
28 basis. This shall be a precondition to the acceptance of the employment by the employee. Each
29 employee shall sign an appropriate statement regarding voluntary services to be done or which have
30 been provided.

31 **2.5** Rates and base hours shall be enumerated on the table below. Employees working less than the full
32 number of required hours in any given time period shall receive a prorated amount of their monthly
33 wage based upon the above hourly figure. (For example, if an employee has a designated base salary of
34 80 hours and worked only 20 hours during the time period, the employee's wages will be prorated.)

35 **2.6** All agency directors ~~have discretion regarding~~ ~~must obtain approval from the ASUM President or~~
36 ~~his or her designee for~~ all hiring, firing and discipline of student employees. *Should the need for on the*
37 *spot termination of student employees arise, the ASUM President and the ASUM Personnel Supervisor*
38 *must be immediately informed and grant approval. The ASUM Child Care Director is exempt from this*
39 *due to child endangerment laws as governed by licensing standards.*

40
Passed by Committee: September 2, 2008

Passed by Senate: _____, 2008

Relations and Affairs Chair
Andrew Dusek

Chair of the Senate
Siri Smillie