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### SB61-08/09: ASUM Personnel Policy Item 2.0-2.7

Trevor Hunter

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**The Associated Students of The University of Montana  
Resolution Updating ASUM Personnel Policy Item 2.0-2.7**

**April 29, 2009**

**Senate Bill Number SB61-08/09**

**Authored by: Trevor Hunter, ASUM President**

**Sponsored by: Siri Smillie, ASUM Vice President**

**Adina Kaliyeva, ASUM Senator**

**Tony Brockman, ASUM Senator**

Whereas, ASUM Personnel Policy is inconsistent, vague, or confusing in places and is in need of general revision, clarification, and update;

Therefore, Let It Be Resolved that ASUM amends Personnel Policy in the following ways:

**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 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.

*2.7 ASUM Executives and Senators are ineligible to hold the directorship of any agency.*

Passed by Committee: \_\_\_\_\_, 2009

Passed by Senate: \_\_\_\_\_, 2009

\_\_\_\_\_  
Andrew Dusek,  
Relations and Affairs Chair

\_\_\_\_\_  
Siri Smillie,  
Chair of the Senate