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SB14-15/16: Personnel Policy, Kaimin Wages

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The Associated Students of the University of Montana
Resolution Amending Personnel Policy
October 7\textsuperscript{th}, 2015
SB14-15/16
Authored by: Sarah Smith, ASUM Business Manager
Sponsored by:

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

Whereas, ASUM oversees KBGA and the Kaimin, including their personnel and budget;

Whereas, both KBGA and the Kaimin have established sales commissions for the sale of advertisements;

Whereas, ASUM’s personnel policy does not reflect a sales commission for any position;

Therefore, Let It Be Resolved, that the ASUM Personnel Policy be amended to read:

"4.622 Kaimin Business Manager. The duties of the Business Manager include, but are not limited to, the hiring of the business office staff; determining, with the Editor, hourly schedules, setting and forcing policies regarding scheduled hours and responsibilities of the office staff; attending Publications Board meeting; preparing information and needed funding requests submitted to ASUM; determining daily newspaper size depending on the daily advertising percentage; depending on the contract year, initiate bidding on the printing contract, pursuing and ensuring proper contractual procedures in printing of the paper; establishing distribution points both on campus and off; assuring proper advertisement placement before news room production begins. A sales commission will be assessed for advertisement sold by the Kaimin Business Manager."

"4.626 Kaimin Business Office Staff. The duties of the Business Office Staff include, but are not limited to, assisting in payroll computation; answering phone calls; selling and accounting for classified advertising and display advertising walk-ins; ensuring circulation to subscribers; assisting in the computation of daily advertising percentages; pulling advertising daily from proof sheets; pulling tear sheets daily from each paper to accompany advertisers billing, filing; distributing mail; overseeing advertising representatives when Business Manager is unavailable; attending meetings scheduled by the Business Manager. A sales commission will be assessed for advertisements sold by Kaimin Business Office Staff. The Kaimin Business Office Staff includes:

- Office Assistant
- Advertising Representative off-campus
- Advertising Representative on-campus"

Therefore, Let It Be Further Resolved, that Section 3.0 Base Rates of the ASUM Personnel Policy state the sales commission rates as follows;
"Kaimin (Business), Business Manager, Minimum + $1.00, 90.00, ↓ Commission Rate @ 5% of Sales"

Kaimin (Business), Ad Reps, Minimum + $1.00, 40.00-50.00, ↓ Commission Rate @ 10% of Sales" ;

Therefore, Let It Be Further Resolved, that a copy of this resolution be sent to; the individual members of Publications Board, and the individual members of Student Radio Station Committee.

Passed by Committee: _________________________, 2015

Passed by ASUM Senate: ________________________, 2015

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Sarah Smith, Chair of Board on Budget and Finance

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Betsy Story, Chair of the Senate