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1 **The Associated Students of the University of Montana**
2 **Resolution Amending Personnel Policy**
3 **October 7th, 2015**
4 **SB14-15/16**
5 **Authored by: Sarah Smith, ASUM Business Manager**
6 **Sponsored by:**
7

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

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

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

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

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

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20 "4.622 Kaimin Business Manager. The duties of the Business Manager include, but are
21 not limited to, the hiring of the business office staff; determining, with the Editor, hourly
22 schedules, setting and forcing polies regarding scheduled hours and responsibilities of the office
23 staff; attending Publications Board meeting; preparing information and needed funding requests
24 submitted to ASUM; determining daily newspaper size depending on the daily advertising
25 percentage; depending on the contract year, initiate bidding on the printing contract, pursuing
26 and ensuring proper contractual procedures in printing of the paper; establishing distribution
27 points both on campus and off; assuring proper advertisement placement before news room
28 production begins. *A sales commission will be assessed for advertisement sold by the Kaimin*
29 *Business Manager.*"

30
31 "4.626 Kaimin Business Office Staff. The duties of the Business Office Staff include, but
32 are not limited to, assisting in payroll computation; answering phone calls; selling and
33 accounting for classified advertising and display advertising walk-ins; ensuring circulation to
34 subscribers; assisting in the computation of daily advertising percentages; pulling advertising
35 daily from proof sheets; pulling tear sheets daily from each paper to accompany advertisers
36 billing, filing; distributing mail; overseeing advertising representatives when Business Manager
37 is unavailable; attending meetings scheduled by the Business Manager. *A sales commission will*
38 *be assessed for advertisements sold by Kaimin Business Office Staff.* The Kaimin Business
39 Office Staff includes:

- 40 • Office Assistant
41 • Advertising Representative off-campus
42 • Advertising Representative on- campus"
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44 Therefore, Let It Be Further Resolved, that Section 3.0 Base Rates of the ASUM Personnel
45 Policy state the sales commission rates as follows;

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"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

Sarah Smith,
Chair of Board on Budget and Finance

Betsy Story,
Chair of the Senate