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SB34-16/17: Resolution Drafting a Pay Raise Policy for the Off-Campus Renter Center

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1 **The Associated Students of the University of Montana**
2 **Resolution Drafting a Pay Raise Policy for the Off-Campus Renter Center**
3 **October 18th, 2016**

4 **SB34-16/17**

5 **Authored by: Chase Greenfield, ASUM Business Manager; Mary O'Malley, ASUM Off-**
6 **Campus Renter Center Director;**

7 **Sponsored by:**

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

11
12 Whereas, the ASUM Off-Campus Renter Center (OCRC) employs five (5) Neighborhood
13 Ambassadors, one (1) Neighborhood Ambassador Program Manager, and one (1) Outreach
14 Coordinator;

15
16 Whereas, the Outreach Coordinator position has not been added to ASUM Personnel Policy;

17
18 Whereas, the ASUM OCRC has traditionally given these employees a \$0.10 per hour pay raise
19 each year they return to their position as an incentive to continue work with the OCRC;

20
21 Whereas, this compensation is meant to retain employees who have gone through extensive
22 training and have experience in their positions;

23
24 Whereas, the ASUM OCRC did not hire an Off-Campus Eco-Representative this year, as two
25 Neighborhood Ambassadors will be taking on the responsibilities of this position. ASUM
26 budgeted \$1275 for this position;

27
28 Whereas, the number of years for returning employees totals 11 years, and the adjusted increase
29 in hourly wages totals an additional \$238.60 in expenditures for the fiscal year;

30
31 Whereas, the Off-Campus Eco-Representative position funding more than covers the amount
32 needed to apply this pay raise for the fiscal year;

33
34 Therefore, Let It Be Resolved, that Section 4.83 of ASUM Personnel Policy be created with the
35 following language:

36 ***4.83 OCRC Outreach Coordinator***

37 ***The Outreach Coordinator will research and provide the UM campus with agency***
38 ***information, support renter education campaigns, design marketing materials and other***
39 ***activities as needed. Duties may include designing marketing materials and distributing said***
40 ***materials to the campus community; maintaining and updating social networking sites; hosting***
41 ***an OCRC table at UM and community outreach events; general documentation and reporting on***
42 ***OCRC outreach efforts; and attending other outreach activities as directed by the OCRC***
43 ***Director or the ASUM Housing Board.***
44

45 Therefore, Let It Be Further Resolved, that the Off-Campus Renter Center portion of Section 3.0
46 of ASUM Personnel Policy be amended to include the position of “Outreach Coordinator” at the
47 base rate of \$8.50 with no more than 32 hours per month;

48
49 Therefore, Let It Further Be Resolved, Section 4.84 of ASUM Personnel Policy be created with
50 the following language:

51 *4.84 Annual Pay Raise*

52 *Each year that a student employee of the ASUM Off-Campus Renter Center returns to*
53 *their position they will receive a \$0.10 per hour pay raise, pending approval of the OCRC*
54 *Director and the ASUM Housing Board. A student’s pay may not be increased more than \$0.60*
55 *per hour without approval from the ASUM Senate.*

56
57 Therefore, Let It Further Be Resolved, that the pay for each of the Off-Campus Renter Center
58 student employees be increased by \$0.10 per hour for each year that they have held their
59 position;

60
61 Therefore, Let It Further Be Resolved, that a copy of this resolution be sent to Mary O’Malley,
62 ASUM Off-Campus Renter Center Interim Director and Marlene Hendrickson, ASUM
63 Accountant.

64

65 Passed by Committee (B&F): October 24th, 2016

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67 Passed by Committee (Housing): October 28th, 2016

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69 Passed by ASUM Senate: _____, 2016

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75 _____
76 Kimberly Lamar
77 Chair of the Housing Board

75 _____
76 Chase Greenfield
77 Chair of the Board on Budget and Finance

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Elizabeth Engebretson
Chair of the Senate