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SB42-18/19: Resolution Updating Personnel Policy Regarding ASUM Receptionists

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1 **The Associated Students of the University of Montana**
2 **Resolution Updating Personnel Policy Regarding ASUM Receptionists**
3 **February 21, 2019**
4 **SB42-18/19**

5 **Authored by: Katherine Cowley, UM Student;**
6 **Sponsored by: Morgan Corkish, ASUM Senator; Taylor Gregory, ASUM Senator;**
7

8 Whereas, Each year the Associated Students of the University of Montana (ASUM) hires up to
9 four student receptionists;

10
11 Whereas, Every other student employee hired by ASUM is listed in Section 3.0 Base Rates of
12 Personnel Policy;

13
14 Whereas, The Position Description of the ASUM Receptionists reads:

15 *4.17 ASUM Receptionists. The ASUM Receptionists are student employees responsible*
16 *for the following: provide administrative and clerical support to the ASUM Office*
17 *Manager, executive officers, senators, agencies and recognized student groups; assist*
18 *with the preparation of annual ASUM Spring Budget and election materials; assist with*
19 *the Student Group Recognition process; assist with the maintenance of the current*
20 *database of recognized student groups; perform daily duties such as greeting visitors;*
21 *answering phones; filing; answering routine inquiries; making referrals; emailing*
22 *information; assisting with web access navigation; processing short term loan*
23 *applications, picking up mail, running errands, scanning, stocking and troubleshooting*
24 *the copier, maintaining and cleaning reception area; accepting student group deposits,*
25 *provide receipts and enter into Banner Finance as assigned, assist applicants for short-*
26 *term loans; archiving ASUM materials.*

27
28 Whereas, There is currently no listed base rate of pay for ASUM Receptionists;

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30 Whereas, Portions of the position description are no longer accurate;

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32 Therefore, Let It Be Resolved, That the ASUM Receptionists be added to Section 3.0 of
33 personnel policy with a base rate of pay at minimum wage and monthly base hours at variable;

34
35 Therefore, Let It Be Further Resolved, That Section 4.17 of ASUM Personnel Policy be updated
36 by striking the following lines:

37 *4.17 ASUM Receptionists. The ASUM Receptionists are student employees responsible*
38 *for the following: provide administrative and clerical support to the ASUM Office*
39 *Manager, executive officers, senators, agencies and recognized student groups; assist*
40 *with the preparation of annual ASUM Spring Budget and election materials; assist with*
41 *the Student Group Recognition process; assist with the maintenance of the current*
42 *database of recognized student groups; perform daily duties such as greeting visitors;*
43 *answering phones; filing; answering routine inquiries; making referrals; emailing*
44 *information; assisting with web access navigation; ~~processing short term loan~~*
45 *~~applications~~, picking up mail, running errands, scanning, stocking and troubleshooting*
46 *the copier, maintaining and cleaning reception area; accepting student group deposits,*


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provide receipts and enter into Banner Finance as assigned. ~~assist applicants for short-term loans; archiving ASUM materials;~~

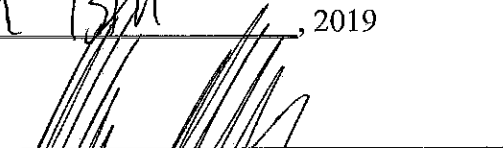
Therefore, Let It Be Further Resolved, That this resolution be forwarded to: Alex Butler, ASUM President; Gwen Coon, ASUM Office Manager; Marlene Hendrickson, ASUM Accountant.

Passed by Committee: March 8th, 2019

Passed by ASUM Senate: March 13th, 2019



Ethan Hanley,
Relations and Affairs Chair



Mariah Welch,
Chair of the Senate