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SB35-20/21:Resolution Amending Personnel Policy to Increase ASUM Receptionist Wages

Noah Durnell

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The Associated Students of the University of Montana
Resolution Amending Personnel Policy to Increase ASUM Receptionist Wages
Oct 3, 2020
SB35-20/21

Authored by: Noah Durnell, ASUM Senator;

Whereas, The Associated Student of the University of Montana (ASUM) hires ASUM Receptionists whose position duties are detailed in Section 4.18 of Personnel Policy:

4.18 ASUM Receptionists. The ASUM Receptionists are student employees responsible for the following: provide administrative and clerical support to the ASUM Office Manager, executive officers, senators, agencies and recognized student groups; assist with the preparation of annual ASUM Spring Budget and election materials; assist with the Student Group Recognition process; assist with the maintenance of the current database of recognized student groups; perform daily duties such as greeting visitors; answering phones; filing; answering routine inquiries; making referrals; emailing information; assisting with web access navigation; picking up mail, running errands, scanning, stocking and troubleshooting the copier, maintaining and cleaning reception area; accepting student group deposits, provide receipts and enter into Banner Finance as assigned.;

Whereas, The duties of ASUM Receptionists in Section 4.18 are similar to those duties of receptionists in other departments across campus;

Whereas, Receptionists are classified as a Category 1 job under UM's Student Wage Rates and Categories list as of November 1st, 2019¹;

Whereas, Category 1 jobs are defined as:

Entry level and minimally skilled work, requiring little or no previous experience or special skills at the low end of the wage rate and progresses into some technical and supervisory work, requiring some special skills and at least one year of prior training, education or work experience, jobs which would be assigned the high end of the wage category.²;

Whereas, Category 1 jobs progress from the low end of the wage rate as special skills and experience in the position increase;

Whereas, The ASUM Receptionist position is classified as a Category 1 level job;

Whereas, ASUM Receptionists are currently paid at an hourly rate of minimum wage (\$8.65) without the potential for incremental wage increases to reflect an increase in special skills and experience in the position;

Whereas, Montana Governor, Steve Bullock, announced a \$.10 wage increase to \$8.75 beginning January 1, 2021;

¹ "Student Wage Rates and Categories". *University of Montana*. PDF. Accessed Oct. 7 2020

² *Ibid.*

45
46 Whereas, A fixed minimum wage rate is the lowest legal income possible in the state of
47 Montana;
48
49 Whereas, Other departments across campus do provide incremental wage increases to reflect
50 similar increases in special skills and experience;
51
52 Whereas, The realcollege survey is conducted annually by the Campus Renter Center agency to
53 collect data regarding basic student needs including food insecurity, homelessness, and housing
54 insecurities³;
55
56 Whereas, The results of the realcollege survey in 2019 from 977 UM student respondents states:
57 *37% of respondents experienced food insecurity in the prior 30 days*
58 *44% of respondents experienced housing insecurity in the previous year*
59 *23% of respondents experienced homelessness in the previous year;*
60
61 Whereas, According to the 2019 realcollege survey, 58% of UM students experienced one of
62 these forms of basic needs insecurities in the year 2018-2019⁴;
63
64 Whereas, Food insecurity, housing insecurity, and homelessness are basic need insecurities that
65 largely result from financial insecurity;
66
67 Whereas, The majority of employed college students work in jobs classified as Category 1;
68
69 Whereas, In the realcollege survey, the insecurities expressed by college students in the
70 realcollege survey, who primarily work in Category 1 jobs, suggest that these jobs do not provide
71 a living wage for students, especially if their wage is fixed at a minimum wage representing the
72 lowest possible wage for Category 1 jobs;
73
74 Whereas, ASUM advocates for student success which includes bettering student employment
75 and mitigating financial insecurities;
76
77 Whereas, ASUM has advocated for student employment in the past, including the “Resolution
78 Encouraging the University of Montana to create the position of ‘Director of Student
79 Employment’” authored by former President Abbigail Belcher which passed unanimously in
80 Spring 2019;
81
82 Whereas, Despite having duties delineated in Section 4.18, the ASUM Receptionists are not
83 charted in Section 3.0 Base Rates;
84

³ Hope Center for College, Community, and Justice at Temple University, "2019 #realcollege Survey School Report" (2020). *ASUM Renter Center Publications*. 5. https://scholarworks.umt.edu/renter_center_pubs/5. Accessed Oct. 4 2020.

⁴ Ibid.

85 Whereas, Wage increases to personnel within ASUM must be made by amending Personnel
86 Policy in a formal resolution;
87 Therefore, Let It Be Resolved, That the starting wage for ASUM Receptionists be amended to be
88 minimum wage + \$0.50;

89
90 Therefore, Let It Be Resolved, That the wage for ASUM Receptionists be amended to include an
91 increase of fifteen cents (\$0.15) per semester worked;

92
93 Therefore, Let It Be Further Resolved, That Section 3.0 be amended to include ASUM
94 Receptionists in the Base Rate Chart beneath the ASUM Student Group Coordinator:

<i>Department</i>	<i>Position Description Rate</i>
<i>ASUM Receptionists</i>	<i>Minimum wage + \$0.50 - \$11.00</i>

95
96
97
98 *Bi-weekly hourly rate*
99 *58;*

100
101 Therefore, Let It Be Further Resolved, That Section 3.4 of Personnel Policy be renumbered to
102 3.5;

103
104 Therefore, Let It Be Further Resolved; That Section 3.4 of Personnel Policy be created to read:
105 *3.4 ASUM Receptionists shall receive a \$0.15/hour raise after each semester of work.*
106

107 Therefore, Let It Be Further Resolved, That this change go into effect January 1st, 2021;

108
109 Therefore, Let It Be Further Resolved, That this resolution be sent to Gwen Coon, ASUM Office
110 Manager; Marlene Hendrickson, ASUM Accountant.

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114 Passed by Committee: _____, 2020

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116 Passed by ASUM Senate: October 14, 2020

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120 _____
121 Noah Durnell,
Chair of the Relations and Affairs Committee

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120 _____
121 Patrick James Flanagan,
Chair of the Senate