



**Associated  
Students  
05-07**

---

**Employment Policy**

---

Q:\Working\Job Descriptions\AS Job Descriptions\05-06finals  
AS—REV: 2/06  
By: Tiffany Haldeman, AS Personnel Director 05-06

# Table of Contents

Section:	Page
1.0 General Principles .....	2
2.0 Administrative Responsibility .....	3
3.0 Administrative Rules and Regulations .....	4
4.0 Position Classifications and Assignments .....	4
5.0 Student Employment Eligibility .....	7
6.0 Student Hiring Process .....	8
7.0 Grievance Procedures .....	15
8.0 Authority of the Employment Policy .....	17

## **ASSOCIATED STUDENTS EMPLOYMENT POLICY**

### **1.00 GENERAL PRINCIPLES**

The Associated Students of Western Washington University has the following objectives which, in the process of being accomplished, will provide educational experiences and, when in fact accomplished, will provide assistance, support and resources to the members of the ASWWU.

1. The ASWWU exists to support leadership development.
2. The ASWWU exists to ensure student representation in decisions that impact students.
3. The ASWWU exists to provide resources, activities and information for students.
4. The ASWWU exists to provide opportunities for students to organize themselves around their special interests.

.....in order to further achieve the mission of the University and complement classroom education.

In providing services for students, it is the philosophy of the AS that this can best be accomplished and facilitated by students. Student employment provides a rich educational opportunity for students. Position design, training and staff support are important aspects in the development of meaningful employment experiences. The AS is committed to providing as much student employment as possible based on the following principles:

1. AS employment provides an opportunity to plan, supervise, and carry out programs and services for the benefit of other students.
2. AS employment gives students an opportunity to receive practical experience in areas of personal interest.
3. AS employment offers financial remuneration for students.
4. AS employment enhances the development and growth of students by providing work-related learning experience. The AS is committed to providing training and professional staff support to assure student employees have a positive and meaningful employment experience.
5. Employees of the AS provide services and activities that enhance the fabric of the campus community.

## **2.00 ADMINISTRATIVE RESPONSIBILITY**

The AS Personnel Director is designated the responsibility for administration of the employment policy and for development of appropriate forms, guidelines, and procedures for its implementation. Responsibilities include, but may not be limited to the following:

- 2.01 The Personnel Director is responsible for maintaining and monitoring a centralized permanent file of all employees. This file may only be reviewed for official business by the Personnel Office staff, the supervisor, full-time staff, and the inquiring employee. Permanent files must be kept for a minimum of three (3) years and then purged.
- 2.02 To actively insure the marketing and promotion of all AS employment opportunities. To maintain a centralized file of all part-time AS employment opportunities available for students.
- 2.03 To annually review and revise as necessary, all guidelines, job descriptions, policies and procedures pertaining to AS employment, including this policy.
- 2.04 In conjunction with Student Employment Center, administer the rules and regulations pertaining to eligibility, pay rates, and maximum hours of employment.
- 2.05 To review job duties and responsibilities to determine proper classification with regard to skill levels, responsibility levels, and pay rates, and to make recommendations to the Board for approval in consultation with the Personnel Committee.
- 2.06 To assure that these policies and practices adhere to Equal Opportunity/Affirmative Action guidelines as well as to Washington State law which prohibit discrimination in employment, ensuring that meaningful and equal opportunities exist for all.
- 2.07 To compile and maintain a complete online roster of all personnel, to be issued at the beginning of each quarter, containing names, positions, and contact information. As positions become vacant, and subsequently filled, the roster will be updated for all AS departments.
- 2.08 The Personnel Director shall present to the AS Board all changes in personnel issues. The AS Board shall seek input from the Personnel Director on all issues related to personnel actions or policy.

- 2.09 If the Personnel Director is unable to fulfill her/his responsibilities, the VP for Business/Operations will serve as acting Personnel Director and will be responsible for administering this policy.

### **3.00 ADMINISTRATIVE RULES AND REGULATIONS**

- 3.01 This policy covers all hourly, work study veteran's work study, volunteers, salaried and elected student employees of the ASWWU. The ASWWU By-laws and WWU regulations regarding student involvement in university governance, shall take precedence in the case of conflicts with this policy regarding elected student employees.  
All employees and volunteers of the AS are subject to the provisions of the Code of Conduct and each student shall be given a copy of that Code upon their employment or beginning of volunteer status.
- 3.02 The AS shall assure that employment of students on a part-time basis does not supplant classified positions or regular full-time employment, and does not take place in any manner which would replace classified positions or regular positions reduced due to lack of funds or work.

### **4.00 POSITION CLASSIFICATION AND ASSIGNMENTS**

- 4.01 The AS Board of Directors will approve the appropriate salary or grade level for each AS job via ratification of job descriptions. The rate of compensation is determined by the duties and responsibility required for a particular position as outlined by the respective job description.

1. Salaried Assistant Coordinators/Assistant Directors

Students in these positions report directly to and assist a program coordinator or director. Their primary duties include assisting with event programming and/or coordinating specific office functions or programs. Specific training or experience is not normally required.

2. Salaried Program Coordinators/Co-Coordiators

Program Coordinators are responsible for an individual program. Duties generally include budget authority responsibility and decision making within the program area. Some training or experience is required.

3. Salaried Directors

Directors are responsible for a group of programs or for a central support function. Major responsibilities may include supervising a number of employees and being responsible for a number of budgets or a major budget. This level requires a substantial time commitment, as well as, varied training and experience.

#### 4. Specialized Positions

The AS Board may designate specific positions (such as the President) that have a salary or grade level outside of the above listing.

#### 4.02 Term of Position for AS Salaried Employees

1. AS positions are salaried on a bi-monthly basis via the AS payroll schedule. AS employees that perform salaried position responsibilities in an hourly position shall be prorated at a rate equal to the defined salary rate.
2. Term of employment varies according to each specific job description. In general, all AS salaried employees work from the day before the quarter begins until the last day of finals week. The section in the job description entitled, "Term of Position," will define the specific planning time, training and orientation, and the term of position.

#### 4.03 Contracted Work

An agreed sum is paid in return for services rendered to the AS when the assignment is completed. This may include a one (1) time assignment or a series of related assignments or projects. Rates for such work will be set by the employee coordinating the service or event after consulting with the Business Director and the appropriate adviser.

#### 4.04 Hourly Positions

1. To maintain consistency of AS hourly positions with university guidelines, classification will follow guidelines established Student Employment Center. Hourly position classifications will be based upon the level of responsibility resulting in pay levels as listed in the student classification guidelines. Beginning wage will be the minimum rate within the pay range for the appropriate classification or at a specified step specified by the AS Board via job description.
2. Hourly employees are hired for continuous employment based upon maintaining student status, satisfactory performance, availability of work, and funding unless a different system is specified in the position description. Summer Quarter is not considered a break in continuous employment.

3. The first quarter of employment will serve as a probation period. Prior to the end of the first quarter, the employee and supervisor will meet to conduct an employee evaluation. The employee may only continue to work if the performance is satisfactory. The Personnel Director is responsible for overseeing the employee evaluation system.
4. Prior to the end of Spring Quarter the supervisor must submit a Letter of Intent to the Personnel Office for each hourly employee that is returning. The Letter of Intent must at least include employee's name, position, expected date of return, summer address/email and the supervisor and employee's signature.

#### 4.05 Work-Study Employees

1. The AS is committed to providing work-related learning experiences for students who have work study funding through the Financial Aid system. These positions should balance the experience for the student employee with the services provided to the organization and the campus community.
2. The wage will be consistent with the guidelines provided by the Student Employment Center. The hours per week to be worked will be determined by dividing the student's award amount by the position wage. The resulting number of hours shall be apportioned as appropriate for the position responsibilities, organizational needs, and circumstances of the student. Generally the hours available are divided by the weeks remaining in the term of employment to determine a weekly allotment.
3. Veterans work study is a specialized program through the Veteran's Administration. The pay rates and hourly allotments are determined by the VA. These positions are covered by the other aspects of this Policy during their employment.

#### 4.06 Holiday and Overtime Pay

Temporary or hourly employees are not paid for holidays unless worked. No additional premium is paid for working holidays. Student employees shall not be involved in working overtime.

#### 4.07 Student Employment/Volunteer Benefits

1. Volunteers are required to fill out a volunteer time sheet and roster card in order to be eligible for these benefits. These are available from the AS Personnel Office. The University Risk Management Office provides these time sheets for the university.

2. Student employees/volunteers, while on the job, will be covered by the Industrial Insurance and Medical Aid program provided by the State Department of Labor and Industries for injuries. The employee/volunteers and their supervisor are responsible for submitting a VU Accident Report and other appropriate forms in the event of an injury.
3. Student employees of the AS are not eligible for participation in Western's programs of employee/volunteer life insurance or the State Public Employee's Retirement Systems.
4. The above benefits may be subject to change according to university, local, state, and federal regulations.
- 4.08 The Personnel Director and appropriate AS staff shall be responsible for hiring AS hourly employees.

#### 4.09 HOURLY EMPLOYEE EVALUATIONS

1. The Personnel Director is responsible for overseeing the Evaluation Procedures for hourly employees.
2. Summer and student teaching quarters, as well as other breaks in employment beyond the student's control, (i.e. requirement of his/her academic program or illness), will not break continuity for evaluation purposes. The Personnel Director will ensure that this evaluation occurs when necessary.

### 5.00 STUDENT EMPLOYMENT ELIGIBILITY

- 5.01 All AS employees must carry a minimum of ten (10) credit hours per quarter for undergraduates or eight (8) credit hours for graduate students. The Board may approve specialized positions via job descriptions.

The AS President is required to carry a minimum credit load of five (5) credits per quarter. The AS President shall be required to fulfill the eligibility required as dictated in the job description.

The Legislative Liaison may be exempted from this policy if they are unable to make arrangements for academic credit during quarters the Legislature is in session and they are living in Olympia. The Personnel Director may approve taking 0 credits based upon the specific situation.

- 5.02 Students may work for the AS during the summer break as long as they were enrolled full time the previous spring quarter and will be enrolling full-time for the

following fall quarter, without regard to enrollment status during summer quarter. The number of hours worked will depend on the needs of the program and the number of personnel working.

- 5.04 Persons not meeting minimum credit requirement at the time upon employment or at any time during employment must obtain a credit waiver from the AS Personnel Director. The Personnel Director has the authority to grant each employee one (1) credit waiver per academic year. They may appeal to the Board if the waiver is denied. The Board may grant one (1) additional credit waiver, no employee shall be granted more than two (2) waivers per academic year.
- 5.05 Employees receiving credit waivers must be enrolled for at least one credit. The employee's credit load may be either regular credits, independent study credits, or a combination of both. Independent study credits count only for the quarter in which they are paid for. The Employee must give a copy of the receipt to the AS Personnel Director who will then forward it to Student Employment.
- 5.06 All AS employees must maintain a minimum 2.00 cumulative grade point average at the time of application and during the period of employment. This requirement does not apply to Fairhaven students who do not have a GPA or have less than 20 credits of graded courses. This will be confidentially monitored by the Personnel Director based on a list provided by the registrar of those students on academic probation.
- 5.07 No student position shall be required to work more than 19 hours in a given week in accordance with University policy. The weekly expected hours, including required office hours, for each position will be specified in the job description.
- 5.08 The nature of salaried positions is that the work load may be variable. It is assumed that students may work a flexible schedule based upon program needs. No additional salary beyond the position rate will be granted.
- 5.09 To provide the most students with employment opportunities, no work study, salaried, or hourly employee of the AS may receive an additional salary or hourly wage from within the ASWWU unless approved by the Personnel Director.

Due to the unique requirements and per-job nature of the position, any employee of the AS shall be hireable as an Outdoor Center Trip Leader with the approval of the Personnel Director.

- 5.10 All AS salaried positions shall be limited to two full terms of office, with the exception of positions on the AS Board of Directors. Exceptions to this policy may be taken to the Board for approval.

- 5.11 No person shall work as a volunteer or work study employee in a paid AS position if such employment would supplant regular AS employees, unless approval has been given by the Personnel Director.
- 5.12 Any employee not meeting the above requirements shall be removed from the AS payroll. A letter will be submitted from the Personnel Director to the Finance Office in a timely fashion.

## **6.00 STUDENT HIRING PROCEDURES**

### **6.01 Hourly Employee Hiring Procedure**

1. Supervisor notifies the Personnel Director of the position opening.
2. The Personnel Director shall advertise the position for at least two weeks.
3. It is required that the supervisor, in conjunction with the Personnel Director, select a hiring committee that has been approved by the Personnel Director – an advisor is not necessary.
4. The supervisor reviews the available applications and selects applicants to be interviewed. Three (3) for each position is recommended.
5. The committee interviews the selected applicants. It is necessary that the questions and criteria are established prior to the interview.
6. After selecting the new employee, the supervisor should direct them to the Personnel Office. The Personnel Director will approve the hiring and process the necessary payroll information.
7. All applications, questions/criteria, notes and any other paperwork used during the hiring process must be returned to the Personnel Office where a search file (consisting of all of these materials) will be held for three years and then purged.

### **6.02 Work Study Hiring Procedure**

1. In order to maintain consistency in AS employment, work study positions will follow the same guidelines established and distributed by the Student Employment Center. These positions will be based upon the level of responsibility and pay levels as listed in the student classification guidelines. Prior to hiring a work study student, the supervisor will develop a job description for the position, addressing job duties and responsibilities. This document must be submitted to the Personnel Director and be approved through the job description process.

2. Applicants must meet the content area and specific skills of the office. Once the supervisor makes an offer to the work study student they must be referred to the Personnel Director to approve the hiring and complete the hiring paperwork procedure.

### 6.03 Salaried Employee Hiring Procedure

1. The AS Personnel Director, upon notification of position vacancies, shall advertise for a minimum of two weeks. A notice shall be sent to the Student Employment Center the AS Review, and Flyers shall be posted campus-wide. Should a minimum of three (3) applications not be available by the application deadline, the Personnel Director shall reopen acceptance of applications for a period of one (1) week.
2. The application deadline shall be 5 p.m. of the established due date of applications. Acceptance of late applications will be left to the discretion of the Personnel Director.
3. Applicant must intend to meet the qualifications of the position, at the time of employment including grade point requirements and the term of position.
4. If at the end of the extension a minimum of two (2) applications has not been received, the position may be reopened at the discretion of the Personnel Director.
5. The Personnel Director, in consultation with the hiring committee chair, will ensure that all appropriate materials (i.e. job descriptions, applications, hiring guidelines, etc.) are available to potential applicants.
6. The Personnel Director shall make recommendations regarding the hiring committee membership to the Board for final approval. Participation on this committee by persons involved in the area where the vacancy exists should be encouraged.
7. A committee composed of three (3) voting members, one of whom acts as chair (preferably the coordinator, the current position holder if she/he is not applying, or a council or Board representative) shall be ratified by the Board. If applicable, the full-time program supervisor should serve as a voting member of the hiring committee.
8. A staff advisor (non-voting member) shall serve on the committee and meet with the committee members as a resource person and advise on Employment Policy and Equal Opportunity Guidelines. Another individual may act as an additional non-voting resource person should her/his experience and/or knowledge be beneficial. Total membership of the committee shall not exceed five (5) members.

It is a requirement of all committee members to go through Equal Opportunity training prior to serving on the committee.

8. In a situation where a revision to a hiring committee is needed before Board approval can be given due to time constraints, a revision to the committee will be allowed. The revision must be approved by the Personnel Director in consultation with the Hiring Committee Chair.
9. The hiring committee chair will receive a "Hiring Committee Packet", prior to the position closing date. After receiving this packet, the committee chair shall consult with the committee (including the advisor) by a meeting or through e-mail to review the materials, establish the decision criteria, and develop the interview questions. All committee members must have the opportunity to participate in these processes and be educated about the process. The result must be submitted to and approved by the Personnel Director before the committee may review any applications.
10. After the position closes, the Personnel Director will forward the application packet to the committee chair. Committee members may screen applications in order to select finalists to be interviewed. The committee shall select, based upon the listed criteria, a minimum of three (3) applicants to be interviewed, unless fewer than three (3) applications were received during the extended application period, in which case all applicants will be interviewed. Applications of those not interviewed should be returned to the Personnel Director prior to conducting interviews, so that unsuccessful applicants can be notified by mail.
11. The Committee may contact references following the interviews, for any or all applicants, if additional information is required.
12. Interviews should be held no later than ten (10) working days after the application deadline. Upon the request of the committee chair, an extension may be granted by the Personnel Director.
13. The hiring committee shall interview applicants in accordance with the AS Equal Opportunity Student guidelines. The "How to be on a hiring committee" and "How to be a Hiring Committee Chair" handouts are provided as a resource to the committee members. The decision should be based on the criteria established by the committee.
14. The hiring committee chair shall immediately notify interviewees and the Personnel Director of the committee's decision. The successful applicant must report to the Personnel Director. All applications, questions/criteria, notes and any other material used in the hiring process must be returned to the Personnel Director. If the committee is unable to make a decision, the hiring process will begin again as outlined in #1 with a reconstituted committee.

15. The chair of the committee will notify the Personnel Director (in writing) of the candidate selected. The applicant will have seven (7) consecutive days to respond, by reporting to the Personnel Office to sign the acceptance letter and fill out finance paperwork, or the position will be offered to the alternate. All offers of employment are tentative until ratified by the Board.
16. All applications shall be retained on file by the Personnel Director for a period of fifteen (15) months. All persons having information on file regarding them shall retain all rights pursuant to the US Federal Right to Privacy Act.
17. The Personnel Director shall present the new employee's name to the Board of Directors for ratification. The Board may request the appearance of new employees if deemed necessary.
18. The new employee will arrange with the current position holder internship and orientation during spring quarter.
19. All employees hired during the spring and returning employees must attend appropriate AS orientations prior to the beginning of Fall Quarter and other training as per job descriptions and AS procedures.
20. All new employees who will have budget responsibility must attend scheduled budget training by the A.S. Business Director.

#### 6.04 Alternate Selection

1. A hiring committee will select an alternate when hiring for any AS position unless a qualified candidate is not available.
2. If an alternate is named and the first choice individual does not accept the position, the Hiring Committee Chair will offer the position to the alternate.
3. If the first-choice individual does accept the position but resigns any time before the end of first quarter of employment, the student director or staff manager of the department, in consultation with the Personnel Director, may offer the position to the alternate.

#### 6.05 Applicant's Rights

1. The applicant may apply for as many positions as desired.

2. The applicant has seven (7) consecutive days to accept or decline the offer of employment. The applicant may request an extension, in writing, to the Personnel Director.
3. When an applicant accepts the position they will be withdrawn from all other hiring processes and sent a letter from the Personnel Office

#### 6.06 Vacancy Policy

In the event of an unforeseen vacancy in any salaried position other than Board positions, the vacancy will be filled according to the quarter in which it occurs, per the following.

1. Fall Quarter -- If the vacancy occurs during Fall or Summer quarter, the direct line supervisor, in consultation with the Personnel Director, will have the option of hiring the alternate (if one was named) or completing the regular hiring process.
2. Winter Quarter -- If the vacancy occurs during Winter Quarter, the position will be advertised for two weeks and will be filled via the standard hiring process.
3. Spring Quarter -- If the vacancy occurs during Spring Quarter, the position shall be filled via the standard hiring process which may include the following school year if approved by the board, or a person may be appointed by the A.S. Board for the remainder of Spring Quarter.
4. All exceptions to these procedures must be approved by the Board.

#### 6.07 Interim Appointments

1. A temporary employee may be recommended by the Personnel Director, in consultation with the appropriate student director or staff manager to be ratified by the Board at their next meeting. The appointed employee will hold the position until the position has been filled or unless other arrangements have been made and ratified by the Board.
2. Should any position become vacant during a time when the Board is not planning to meet for one week or more, the President or Summer Executive may appoint someone to fill the position until ratification by the Board. Any extensions must be approved by the Board.
3. It may become necessary to require the employee hired through the Spring hiring process to begin work immediately. In such a case, it should be treated as an interim appointment, and therefore requires approval from the Board.

#### 6.08 Payroll Procedures

The new employee will report to the Personnel Director who will ensure the proper paperwork is filled out and submitted to the Finance Office. The Personnel Director is responsible for submitting a salaried employee payroll roster to the Finance Office prior to the beginning of each quarter. Any changes in payroll information must be given to the Finance Office, in writing, by the Personnel Director.

No employee can begin work until the necessary payroll paperwork and personnel forms have been submitted to the Personnel Office and the Finance Office.

1. Associated Students salaried positions are paid twice a month on approximately the 10<sup>th</sup> and the 25<sup>th</sup>. The first paycheck will generally be received on the second payday following the beginning of employment.
2. Some positions are scheduled to work over the entire year (24 pay periods). These positions are required to take leave for a specific number of weeks during the term of employment. The specific leave requirements are included in the job description and leave times are arranged with the student director or staff manager.

#### 6.09 Salaried Employee Evaluations

1. Informal and ongoing evaluations between supervisor and employee are required by the ASWWU. The Personnel Office shall make available a set of guidelines for evaluations, which shall include an evaluation format.
2. The Personnel Director will coordinate employee evaluations for all salaried, hourly and work study employees during fall and winter quarters. All evaluations will be developed in collaboration between employees and their supervisors.
3. The purpose of the evaluations is to facilitate communication among A.S. employees and their supervisors and to aid A.S. employees in their development. Therefore, the evaluations will remain confidential, and the completed evaluation form will be the property of the evaluated employee. One copy is to be kept by the employee and the only other copy will be part of the employee's permanent file.
4. Any changes to the employee evaluation policy must be approved by the A.S. Board.

#### 6.10 Performance Improvement/Discipline/Termination Procedures

1. Supervisors should establish performance expectations with employees and provide performance feedback on a regular basis.
2. In the event that unsatisfactory *performance* exists, the supervisor will provide performance feed-back including specific information on how to improve performance. In the event that such feed-back and subsequent discussion does not elicit improved performance, the following process will commence:
  - a.) The supervisor shall give a verbal or written warning to the employee that a serious problem exists with performance of position responsibilities. The supervisor will notify Personnel Director of the warning and may seek assistance in resolving the issues. A copy of all written material will be forwarded to the Personnel Director.
  - b.) The supervisor and employee shall meet to resolve issues and develop a performance contract for the employee including expectations for performance and a specific timeline for review. The contract may include performance specifications for both parties. Either the Personnel Director and/or a staff adviser/manager will be present at the meeting. Their role will be to act as a mediator. The process should encourage the two parties to develop a solution to the problem, which will be embodied in a written performance contract. The performance contract shall be signed by both parties and the Personnel Director.
  - c.) If the two parties cannot agree on a performance contract, the Personnel Director and the student director or staff manager shall send the employee a written warning containing reasons for the warning, expectations for improvement of performance, and a time-line for evaluation of performance. At the prescribed time, the Personnel Director and staff adviser/manager will meet with the two parties for a follow-up performance evaluation of their adherence to the contract or warning.
  - d.) If the performance of the employee does not meet what was outlined in the contract, the Personnel Director, in conjunction with the student director or staff manager, will provide the evaluation to the Board for review and recommendation of appropriate action which should be taken. Final action shall be taken by the Board
3. The Personnel Director is authorized to immediately suspend an employee at any time pending action at a Board meeting if they believe there has been a serious violation of policy or procedure or there is a danger in continuing employment of the individual.

4. Reasons for termination shall include, but not be limited to the following: completion or elimination of job; loss of funding for the position; abandonment or vacation of position; unsatisfactory work or inability to carry out work assignments; lack of cooperation with co-workers; insubordination; performance based issues, falsification of credentials, violation of code of conduct and failure to meet minimum employment qualifications. May include violation of rules or policy of the AS, Western Washington University, and/or the State of Washington as it relates to their ability to perform job responsibilities.
5. The employee shall be notified of any pending action to the Board and will be given the opportunity to state their case at an appropriate time.

#### 6.11 Abandonment or Vacation of Position

1. If the position holder fails to perform their duties for seven (7) consecutive days and fails to notify their supervisor or the Personnel Director within that time of the reason (s) for which they have been or are unable to perform these duties will be subject to termination. Official notification of termination shall be sent by the Personnel Director. No Board action is necessary.
2. A position shall be considered vacated if the employee does not register for classes by the end of the registration period, and the position requires enrollment as a student. The Personnel Director shall send notification of termination to the employee's last known address.

#### 6.12 Sick Leave

Employees that will miss work due to illness must notify their supervisor of their absence illness. Absences of more than 4 work days require a WWU medical excuse or note from a medical professional unless approved by the Personnel Director in advance. If an employee is expecting to miss seven (7) work days or more due to an illness, the Personnel Office will consider an interim appointment to cover the position until the employee can return. Employees will not be granted pay during extensive leaves of absence due to illness

#### 6.13 Absences

Employees must report any absences to their immediate supervisor or the Personnel Director. Failure to do so may result in employee discipline; refer to 6.10 – 2 in the Employment Policy. It is the employee's responsibility to perform their duties during normal business hours. The Employee or the supervisor will notify the Personnel Director of any situation that significantly impacts either job responsibilities or program. The Personnel Director and supervisors will approve any alternate arrangements made.

## **7.00 GRIEVANCE PROCEDURES**

### **7.01 Hiring grievance**

1. If an applicant feels that the hiring process was unfair or that they were treated unfairly during the hiring process, they have the right to file a formal written complaint with the Personnel Director.
2. The grievance shall be in writing, specifying the parties involved, as well as where and when the incident took place, within five (5) working days of the incident and include a complete description of the complaint and will list the particular section of the A.S. Employment Policy or other policy that has been allegedly violated.
3. The written complaint shall be filed with the Personnel Director.
4. Upon receipt of the written complaint, the Personnel Director will contact the appropriate hiring committee chair to notify them of the complaint.
5. The Personnel Director will request each member of the hiring committee submit a written report of their involvement in the hiring process that specifically addresses the alleged violations.
6. The Personnel Director will then decide whether or not there are grounds for a grievance and will notify the grievant and the committee members of that decision.
7. If the Personnel Director finds that there are grounds for a grievance and the student wishes to continue the process, a preliminary report shall be made to the Board, citing the particular section of policy that has allegedly been violated. Any additional materials that are needed will be provided.
8. If the Personnel Director finds that there are not grounds for a grievance, he/she will provide the grievant with a written document stating the reasons for their decision. If the student wishes to continue the process, they may appeal the Personnel Director's decision to the A.S. Board of Directors.
9. The Board shall rule if there are grounds to uphold the grievance involving hiring procedures. If the Board rules the hiring unfair, they will determine the appropriate action to be taken.

### **7.02 Appeals**

1. The student may file an appeal to the Board within ten (10) working days of the date of notification of the Personnel Director's decision. The appeal should include the original grievance details, and a statement of why they disagree with the

Personnel Director's decision. The Personnel Director will provide the Board with the original written decision regarding the grievance and a response to the reasons for appeal.

2. The Board shall rule if there are grounds for grievance involving hiring procedures. If the Board rules the hiring unfair, they will determine the appropriate action to be taken.

#### 7.03 Condition of Employment Grievance

1. In the event a student employee feels unjustly treated with regard to any employment issue they may seek recourse by contacting their immediate supervisor and attempting to informally correct the alleged injustice. If satisfaction is not reached, the student shall contact the Personnel Director for joint discussion with the supervisor.
2. If satisfaction is still not reached, the employee may file a formal written complaint with the Personnel Director. This written complaint must indicate the particular section of the Code of Conduct, Student Rights and Responsibilities or Employment Policy that has been violated. Upon receipt of this written complaint, the Personnel Director will follow the procedure outlined in Section 7.01.

#### 7.04 Equal Opportunity Grievance Procedures

1. A student who believes she/he has been discriminated against by the Associated Students because of race, color, religion, national origin, sex, age, disability, marital status, sexual orientation, Vietnam era or disabled veteran status is urged to use the internal grievance procedure outlined in Section 7.01.
2. If the student is not satisfied with the outcome of the internal process, they may continue the process through the University. Copies of the grievance procedure may be found in the Personnel Office, the Center for Equal Opportunity, and the General Catalog.

### **8.00 AUTHORITY OF EMPLOYMENT POLICY**

- 8.01 The authority of this Employment Policy shall be derived from the A.S. Board of Directors as governed by the ASWWU By-laws.
- 8.02 Any waivers of, or revisions to, the Employment Policy are subject to action by the Board, unless otherwise noted herein or superseded by law.