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# **Associated Students Employment Policies**

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## **ASSOCIATED STUDENTS EMPLOYMENT POLICY**

### **1.00 GENERAL PRINCIPLES**

The Associated Students (AS) 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 Associated Students of Western Washington University. The Associated Students exists in order to:

- Ensure student representation in decisions that impact students.
- Support leadership development.
- Provide resources, activities and information for students.
- Provide opportunities for students to organize themselves around their special interests.

To further achieve Western's mission and enrich students' lives, the AS is committed to employing students to complement classroom experience. In regards to 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:

- AS employment provides an opportunity to plan, supervise, and carry out programs and services for the benefit of other students.
- AS employment gives students an opportunity to receive practical experience in areas of personal interest.
- AS employment offers financial remuneration for students.
- 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.
- 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 responsible for the administration of the employment policy and for development of appropriate forms, guidelines and procedures. Responsibilities include, but may not be limited to the following:

2.01 Maintaining and monitoring a centralized permanent file of all employees. This file may only be reviewed for official business by the AS 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 Actively ensuring the marketing and promotion of all AS employment opportunities and maintenance of a centralized file of all part-time AS employment opportunities available for students.

2.03 An annual review and revise, as necessary, of all guidelines, job descriptions, policies and procedures pertaining to AS employment, including this policy.

2.04 In conjunction with Western's Student Employment Center, administration of the rules and regulations pertaining to eligibility, pay rates and maximum hours of employment.

2.05 Reviewing job duties and responsibilities to determine proper classification with regard to skill levels, responsibility levels, pay rates and to make recommendations to the Board for approval in consultation with the Personnel Committee.

2.06 Assuring that these policies and practices adhere to Equal Opportunity and Affirmative Action guidelines, as well as, to Washington State law, which prohibits discrimination in employment, ensuring that meaningful and equal opportunities exist for all.

2.07 Compliance and maintenance of a complete online roster of all AS personnel and then distribute the roster issue 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 AS Personnel Director shall present to the AS Board all changes in personnel issues. The AS Board shall seek input from the AS Personnel Director on all issues related to personnel actions or policy.

2.09 If the AS Personnel Director is unable to fulfill her or his responsibilities, the AS Vice President for Business and Operations will serve as acting AS Personnel Director and will be responsible for administering this policy.

## **3.00 ADMINISTRATIVE RULES AND REGULATIONS**

3.01 This policy applies to all hourly, work study, veteran's work study, volunteers, salaried and elected student employees within the AS. The AS By-laws and Western Washington University 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.

#### **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 the approved salary schedule. The rate of compensation is determined by the duties and responsibility required for a particular position as outlined by the respective job description. The AS Board of Directors may change, alter or omit job descriptions at any time.

a. Directors:

Directors are responsible for coordinating the activities of different programs in a large department to ensure quality programming and/or efficient use of student resources. Specific duties include: establishing departmental goals, departmental training, program approval, personnel management and supervision, departmental budget authority, communication among employees, coordination of programs efforts, and conflict resolution. These positions operate under the management direction of the AS Board of Directors.

b. Associate Directors:

Associate Directors are responsible for coordinating the activities of different programs in a small to mid-size department to ensure quality programming and efficient use of student resources. Specific duties include but are not limited to: establishing departmental goals, departmental training, program approval, personnel management and supervision, departmental budget authority, communication among employees, coordination of programs efforts, and conflict resolution, program planning. These positions operate under the management direction of the AS Board of Directors.

c. Assistant Directors:

Assistant Directors are responsible for assisting and coordinating programs under the guidance of the director. Assistant Directors serve as administrative support and program support for the director and AS organization as a whole. Specific duties include but are not limited to: establishing departmental goals, departmental training, program approval, departmental budget authority, communication among employees, coordination of programs efforts, and conflict resolution, program planning and communicating with

Western's student body. These positions operate under the management direction of the AS Board of Directors.

d. Coordinators:

Coordinators provide programming for the AS as a whole and facilitate events, offices and groups throughout the Western and Bellingham community. Coordinators report to department directors or supervisors. Specific duties include but are not limited to: Event programming, departmental budget authority, coordinating specific office functions, performing administrative work, supervising assistant coordinators, promote office and events, and maintain and update programming resources for the department.

e. Assistant Coordinator:

Assistant Coordinators provide programming support to the AS as a whole and facilitate events, offices and groups throughout the Western and Bellingham community. Assistant Coordinators report to department coordinators. Specific duties include but are not limited to: assisting with event programming, coordinating specific office functions, performing administrative work and maintain and update programming resources for the department. Specific training or experience is not normally required.

f. Specialized Positions

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

g. Position Changes & Alterations

The AS Board of Directors, in conjunction with the AS Personnel Director, may adjust employee's salaries and job duties in accordance with Washington State Law and university policies. AS positions and pay may be adjusted at any time to fit the organization's needs.

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

a. AS positions are salaried on a bi-monthly basis via Western's payroll schedule. AS employees that perform salaried position responsibilities in an hourly position shall be paid at a pay rate established for the specific hourly position.

b. An employee's term of employment varies according to each specific job description and the program's needs. The section in the job description entitled, "Term of Position," will define the specific planning time, training and the length of the position. The AS Board of Directors, in conjunction with the AS Personnel Director, may shorten or extend an employee's term to meet program needs.

#### 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 AS Personnel Director after consulting with the AS Business Director and the appropriate advisor.

#### 4.04 Hourly Positions

a. To maintain consistency of AS hourly positions with university guidelines, classification will follow the guidelines established by the 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 level specified by the AS Board of Directors.

b. 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.

c. All hourly employees will be purged from payroll at the end of every spring quarter, unless they continue working in their position throughout the summer. Employee's who wish to continue employment the following fall, must complete rehire paperwork with the AS Personnel Office. Any employee who wishes to return to their position in the fall must submit a written letter to their supervisor before their current position ends.

#### 4.05 Work Study Employees

a. The AS is committed to providing work-related learning experiences for students who have work study funding through the Financial Aid Department. These positions should balance the experience for the student employee with the services provided to the organization and the campus community.

b. The wage will be consistent with the guidelines provided by the Student Employment Center. The hours 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.

c. Veteran's work study is a specialized program through the Veteran's Administration (VA). The pay rates and hourly allotments are determined by the VA. These positions are covered by all other aspects of the Employment Policy.

#### 4.06 Holiday and Overtime Pay

Temporary or hourly employees are not paid for holidays unless worked. Employees who are deemed "essential" and must work holidays will be paid time and a half for their work. Student employees shall not be involved in working overtime.

#### 4.07 Student Employment and Volunteer Benefits

a. 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. Student employees and 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 and or volunteers and their supervisor are responsible for submitting a Viking Union Accident Report and other appropriate forms in the event of an injury. Student employees of the AS are not eligible for participation in Western's programs of employee and or volunteer life insurance or the State Public Employees Retirement Systems.

b. The above benefits may be subject to change according to university, local, state, and federal regulations.

#### 4.08 Hourly Evaluation Procedure

a. The AS Assistant Personnel Director is responsible for overseeing the Evaluation Procedures for hourly employees. Western's policy state that hourly employees are eligible for an evaluation and position merit increase after 300 hours or 3 quarters of work. The Viking Union Office Support Supervisor will provide the AS Personnel Office with a list of employees who are eligible for evaluations on a quarterly basis. Supervisors complete evaluations (in conjunction with the employee due for an evaluation) in a timely manner, and will return evaluation forms to the AS Personnel Office by the indicated due date. The AS Assistant Personnel Director will complete a wage increase worksheet for those employees who have earned an hourly merit increase.

b. Summer and student teaching quarters, as well as other breaks in employment beyond the student's control, (i.e. requirement of his or her academic program or illness), will not break continuity for evaluation purposes. The AS 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 AS Board of Directors 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 Legislative Liaison may be exempt 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.

5.02 Students may work for the AS during summer break, as long as they were enrolled full time the previous spring quarter and will be enrolling fulltime 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 persons working. Students may work if they are enrolled in courses during summer quarter.

5.03 Persons not meeting the minimum credit requirement or academic standards (2.00 GPA) at the time of employment or at any time during employment must obtain a waiver from the AS Personnel Director. The AS Personnel Director has the authority to grant each employee one (1) credit or GPA waiver per academic year. The employee may appeal to the AS Board of Directors if the waiver is denied. The AS Board of Directors may grant one (1) additional credit or GPA waiver and no employee shall be granted more than two (2) waivers per academic year. If an employee fails to meet the GPA or credit load requirement, it is the employee's responsibility to contact the AS Personnel Director if he or she would like to request a GPA or credit waiver.

5.04 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.

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. The Employee must give a copy of the receipt to the AS Personnel Director who will then forward it to the Student Employment Center.

5.06 No student position shall be required to work more than 19 hours in a given week in accordance with Western's student employment policy. The weekly expected hours, including required office hours, for each position will be specified in the job description.

5.07 The nature of salaried positions is that the workload may be flexible. It is assumed that students may work a flexible schedule based upon program needs. No additional salary beyond the position rate will be granted.

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

5.09 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 AS Board of Directors for approval before the application process.

5.10 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 AS Personnel Director.

5.11 Any employee not meeting the above requirements will be suspended from his or her position and will be removed from the AS payroll. A letter will be submitted from the AS Personnel Director to the Finance Office within 24 hours.

## **6.00 STUDENT HIRING PROCEDURES**

### 6.01 Hourly Employee Hiring Procedure

- a. A supervisor or director shall notify the AS Personnel Director of the position opening and fill out a "Request for Open Position Form."
- b. Positions shall be advertised for at least two weeks, with exceptions granted by the AS Personnel Director
- c. It is required that the departmental supervisor or director, in conjunction with the AS Personnel Director, select a hiring committee that has been approved by the AS Personnel Director.
- d. The supervisor reviews the available applications and selects applicants to be interviewed. Three (3) for each position is recommended.
- e. The committee will interview the selected applicants. The interview questions and criteria are established prior to the interview.
- f. After selecting the new employee, the supervisor will direct them to the AS Personnel Office. The AS Personnel Director will approve the hiring and process the necessary new employee paperwork.
- g. All applications, questions and criteria, notes and any other paperwork used during the hiring process must be returned to the AS Personnel Office where a search file (consisting of all of these materials) will be held for two years after the interview was held.

### 6.02 Work Study Hiring Procedures

- a. In order to maintain consistency in AS employment, work study positions will follow the procedures that are outlined in the following section and standards established by the Student Employment Center. These positions will be based upon the level of responsibility and pay levels as listed in the job description (please see the Student Employment Center Classification Guidelines for further pay and job class information). Prior to hiring a work study employee, the supervisor will develop a job description for the position, which addresses the job duties and responsibilities. This document must be submitted to the AS Personnel Director to be approved through the job description process and approved by the AS Board of Directors.

- b. A supervisor or director shall notify the AS Personnel Director of the position opening and complete a "Request for Open Position Form."
- c. Positions shall be advertised for at least two weeks, with exceptions granted by the AS Personnel Director.
- d. It is required that the departmental supervisor or director, in conjunction with the AS Personnel Director, select a hiring committee that has been approved by the AS Personnel Director.
- e. The supervisor reviews the available applications and selects applicants to be interviewed. Three (3) for each position is recommended.
- f. The committee will interview the selected applicants. The interview questions and criteria are established prior to the interview.
- g. After selecting the new work study employee, the supervisor will direct them to the AS Personnel Office. The AS Personnel Director will approve the hiring and process the necessary new employee paperwork. All work study employees must submit a copy of verification of work study confirmation.
- h. All applications, questions and criteria, notes and any other paperwork used during the hiring process must be returned to the AS Personnel Office where a search file (consisting of all of these materials) will be held for two years after the interview was held.

#### 6.03 Salaried Employee Hiring Procedure

- a. AS supervisors or directors shall notify the AS Personnel Director of the position opening and fill out a "Request for Open Position Form" (exemption permitted during spring hiring). 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 and the AS Review. Should a minimum of three (3) applications not be available by the application deadline, the AS Personnel Director shall reopen acceptance of applications for a period of one (1) week.
- b. 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 AS Personnel Director.
- c. The AS 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.
- d. The application deadline shall be 5 p.m. of the established due date of applications. Late applications will not be accepted.

e. Applicants should intend to meet the qualifications of the position at the time of employment including grade point requirements and the 'term of position' requirements.

f. The AS Personnel Director shall make recommendations regarding hiring committee membership to the AS Board of Directors for final approval. Any AS employee may not be a voting member of a committee for their current position. The position holder may serve as a resource person to the hiring committee.~~The AS Personnel Director shall make recommendations regarding hiring committee membership to the AS Board of Directors for final approval. Participation on this committee by persons involved in the area where the vacancy exists should be encouraged.~~

g. A committee should be composed of three (3) voting members, one of whom acts as the chair to be chosen by the AS Personnel Director. (preferably the coordinator, the current position holder if she or he is not applying, or a AS Board of Directors representative). If applicable, the full-time program supervisor should serve as a voting member of the hiring committee.

h. A staff advisor (non-voting member) shall serve on the committee and meet with the committee members as a resource person and advise employees of the Employment Policy and Equal Opportunity Guidelines. Another individual may act as an additional non-voting resource if her or his experience and or knowledge is beneficial. Total membership of the committee should 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.

i. In a situation where a revision to a hiring committee is needed before the AS Board of Directors approval can be given due to time constraints, a revision to the committee will be allowed. The revision must be approved by the AS Personnel Director in consultation with the Hiring Committee Chair.

j. A hiring committee chair shall consult with the committee (including the advisor) through a meeting or through an E-mail to review the materials, noting the hiring criteria, and review the interview questions. All committee members must participate in these processes. All interview questions and screening processes must be approved by the AS Personnel Committee before the committee may review any applications.

k. After the position closes, the AS Personnel Office Assistant will forward the application packet to the committee chair, along with the 'Hiring Committee Packet' instructions. All committee members must 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. If fewer than three (3) applications were received during the extended application period, all applicants will be interviewed. Applications of those not interviewed should be returned to the AS Personnel Office Assistant prior to conducting interviews and the AS Personnel Director will notify unsuccessful applicants by E-mail.

l. The Committee may contact references following the interviews if additional information is required. If references are contacted for one applicant, then references must be contacted for all applicants.

m. Interviews should be completed no later than fifteen (15) working days after the application deadline. Upon the request of the committee chair, an extension may be granted by the AS Personnel Director.

n. The hiring committee shall interview applicants in accordance with the AS Equal Opportunity guidelines. Decisions should be based upon pre-approved AS hiring guidelines and this policy manual.

o. The hiring committee chair shall immediately notify interviewees and the AS Personnel Director of the committee's decision. The successful applicant must report to the AS Personnel Office in order to complete employment paperwork. All applications, questions and criteria, notes and any other material used in the hiring process must be returned to the AS Personnel Office. If the committee is unable to make a decision, the hiring process will begin again as outlined in 6.03 with a reconstituted committee.

p. The chair of the committee will notify the AS Personnel Director (in writing) of the candidate selected. The applicant will have 24 hours to respond, by reporting to the AS Personnel Office to sign the acceptance letter and fill out employment paperwork or the position will be offered to the alternate. If a student is hired for an AS position and is simultaneously running for an AS Board of Directors position, they will be allowed up to 24 hours after the AS Election results are posted to accept the position. All offers of employment are tentative until ratified by the AS Board of Directors.

q. All applications shall be retained on file by the AS Personnel Director for a period of fifteen (15) months. (All persons with application information on file shall retain all rights pursuant to the US Federal Right to Privacy Act.)

r. The AS Personnel Director shall present the new employee's name to the AS Board of Directors for ratification. The AS Board of Directors may request the appearance of new employees if deemed necessary.

s. The new employee will arrange a job shadow and orientation during spring quarter with the current position holder.

t. All employees hired during the spring (including returning employees) must attend AS training prior to the beginning of fall quarter, along with other trainings as per job descriptions and AS procedures.

u. All new and returning employees who will have budget responsibility must complete budget training as facilitated by the AS Business Director.

#### 6.04 Alternate Selection

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

#### 6.05 Applicant's Rights

- a. Any student applicant may apply for as many positions as desired.
- b. All applicant's have three (3) consecutive days to accept or decline the offer of employment. An applicant may request an extension, in writing, to the AS Personnel Director.
- c. When an applicant accepts a position they will be withdrawn from all other hiring processes.

#### 6.06 Vacancy Policy

In the event of an unforeseen vacancy in any salaried position other than AS Board of Director positions, the vacancy will be filled according to the quarter in which it occurs, per the following policies and procedures:

- a. Fall and summer quarter: If the vacancy occurs during fall or summer quarter, the director or supervisor, in consultation with the AS Personnel Director, will have the option of hiring the alternate (if one was selected) or completing the hourly or salaried hiring process.
- b. Winter quarter: If the vacancy occurs during winter quarter, the position will be advertised for two weeks, with exceptions granted by the AS Personnel Director and will follow for the hourly, salaried or work study hiring process.
- c. Spring quarter: If the vacancy occurs during spring quarter, the position should be filled via the appropriate hourly, salaried or work study hiring process which may include the following school year if approved by the AS Board of Directors, or a person may be appointed by the AS Board of Directors for the remainder of spring quarter.
- d. All exceptions to these procedures must be approved by the AS Personnel Committee.

#### 6.07 Interim Appointments

- a. A temporary employee may be recommended by the AS Personnel Director, in consultation with the appropriate student director or staff manager to be ratified by the AS Board of Directors at their next meeting. The appointed employee will hold the position until the position has been filled unless other arrangements have been made and ratified by the AS Board of Directors.
- b. Should any position become vacant during a time when the AS Board of Directors is not planning to meet for one week or more, the AS Vice President for Business and Operations may appoint someone to fill the position until ratification by the AS Board of Directors. Any extensions must be approved by the AS Board of Directors.
- c. 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. This would require approval from the AS Board of Directors.

#### 6.08 Payroll Procedures

The new employee will report to the AS Personnel Director who will ensure the proper paperwork is filled out and submitted to the Finance Office. The AS 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 AS Personnel Director. **No employee can begin work until the necessary employment paperwork and personnel forms have been submitted to the AS Personnel Office and the Finance Office.**

- a. Associated Students positions are paid twice a month through the University payroll system. The first paycheck will generally be received on the second payday following the beginning of employment.
- b. Some positions are scheduled to work throughout the entire year (24 pay periods). These positions are required to take leave for a specific number of weeks during the term of employment. Leave is generally taken during intersession breaks.

#### 6.09 Salaried Employee Evaluations

- a. Ongoing evaluations between supervisor and employee are required by the AS. The AS Personnel Office shall make available a set of guidelines for evaluations, which shall include an evaluation form.
- b. The AS Personnel Director will coordinate employee evaluations for all salaried, hourly and work study employees during fall, winter and spring quarters. All evaluations will be conducted using the developed quarterly evaluation form, which is available from the AS Personnel Office.
- c. The purpose of the evaluations is to facilitate communication among AS employees and their supervisors and to aid AS 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.

#### 6.10 Performance Improvement, Discipline & Termination Procedures

a. Supervisors should establish performance expectations with employees and provide performance feedback on a regular basis.

b. In the event that unsatisfactory *performance* exists, the supervisor will provide performance feedback including specific information on how to improve performance. In the event that such feedback and subsequent discussion does not elicit improved performance, the following process will commence:

i.) The supervisor shall give a verbal and written warning to the employee that a serious problem exists with performance of position responsibilities. The supervisor will notify the AS Personnel Director of the warning and may seek assistance in resolving the issues. A copy of all written material will be forwarded to the AS Personnel Director.

ii.) 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. The AS Personnel Director and or a staff advisor or 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 AS Personnel Director.

iii.) If the two parties cannot agree on a performance contract, the AS 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 timeline for evaluation of performance. At the prescribed time, the AS Personnel Director and staff advisor or manager will meet with the two parties for a follow-up performance evaluation of their adherence to the contract or warning.

iv.) If the performance of the employee does not meet what was outlined in the contract, the AS Personnel Director, in conjunction with the student director or staff manager, will provide the evaluation to the AS Board of Directors for review and recommendation of appropriate action which should be taken. Final action shall be taken by the AS Board or Directors.

c. The AS Personnel Director is authorized to immediately suspend an employee at any time pending action at an AS 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.

d. 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; unexcused absence from mandatory trainings and or failure to meet minimum employment qualifications. This may also 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.

Student employees will be held accountable for their attendance at all mandatory AS trainings. Failure to attend mandatory trainings (including Fall Orientation) without prior approval by the AS Personnel Director will result in an automatic suspension from position and pay, effective 2 business days after the training was missed.

1.
  - a. Students should use the allotted two days to contact the Personnel Director to explain his or her absence.
  - b. Should the AS Personnel Director, in conjunction with the AS Vice President of Business & Operations, find his or her absence inexcusable, suspension will become immediately effective.
  - c. Suspended employees will be required to forfeit their keys, will not be authorized to act as an employee of the AS, and will have their access to the facilities and resources of their office and the AS revoked (as an employee).
  - d. Employees will be suspended from their position pending an AS Board of Directors decision on employment status.
  - e. The employee shall be notified of any pending Board action by the AS Personnel Director and will be given the opportunity to state their case at an appropriate time.
  - f. All supervisors must notify the AS Personnel Office, Finance Office and VU Office Support Supervisor, in writing, of all employment terminations immediately. This includes times when an employee quits the position or does not return to the position the following quarter. This applies to both hourly and salaried positions.

#### 6.11 Abandonment or Vacation of Position

a. If the position holder fails to perform their duties for seven (7) consecutive days and fails to notify their supervisor or the AS Personnel Director within that time of the reason(s) for which they have been or are unable to perform these duties, they will be subject to termination. Official notification of termination shall be sent by the AS Personnel Director. No AS Board of Directors action is necessary.

b. A position shall be considered vacated if the employee does not register for classes by the end of the registration period, as the position requires enrollment as a student. The AS Personnel Director shall send notification of termination to the employee's last known address.

## 6.12 Sick Leave

- a. Employees that will miss work due to illness must notify their supervisor of their absence. Absences of more than 4 work days require a WWU medical excuse or note from a medical professional unless approved by the AS Personnel Director in advance. If an employee is expecting to miss seven (7) work days or more due to an illness, the AS 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.
- b. In the event of a health pandemic or other health related crisis, the AS will follow the guidelines and sick leave policies recommended by the Center for Disease Control and Prevention (CDC) and Western's Student Health Center.
- c. For influenza-like illnesses, the AS and CDC recommend that any employee becoming sick or demonstrating influenza-like illness remain at home until at least 24 hours after they are free of a fever (100° F [37.8°C]), or signs of a fever without the use of fever-reducing medications. All employees are still responsible for notifying his or her supervisor or director prior to the absence (see Employment Policy 6.13 and 6.10).

## 6.13 Absences

Employees must report any absences to their immediate supervisor or the AS 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 AS Personnel Director of any situation that significantly impacts either job responsibilities or program. The AS Personnel Director and supervisors will approve any alternate arrangements made.

## **7.00 GRIEVANCE PROCEDURES**

### 7.01 Hiring grievance

- a. 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 AS Personnel Director.
- b. 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. The grievance should 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.
- c. The written complaint shall be filed with the AS Personnel Director.
- d. Upon receipt of the written complaint, the AS Personnel Director will contact the appropriate hiring committee chair to notify them of the complaint.

- e. The AS 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.
- f. The AS 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.
- g. If the AS 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 AS Board of Directors, citing the particular section of policy that has allegedly been violated. The AS Personnel Director will provide the AS Board of Directors with all materials associated with the grievance.
- h. If the AS Personnel Director finds that there are no grounds for a grievance, he or 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 AS Personnel Director's decision to the AS Board of Directors.
- i. The AS Board of Directors shall rule if there are grounds to uphold the grievance involving hiring procedures. If the AS Board of Directors rules the hiring unfair, they will determine the appropriate action to be taken.

## 7.02 Conditions of Employment Grievances

- a. 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 AS Personnel Director for a joint discussion with their supervisor.
- b. If satisfaction is still not reached, the employee may file a formal written complaint with the AS Personnel Director. This written complaint must indicate the particular section of the Code of Conduct, Student Rights and Responsibilities, Employment Policy or applicable law, which has been violated. Upon receipt of this written complaint, the AS Personnel Director will follow the procedure outlined in Section 7.03.

## 7.03 Appeal Process

- a. Any student or employee may file an appeal or grievance to the AS Personnel Director if they feel they have been damaged or harmed by the AS. The allegation must state the employment policy, state or federal law that has been violated. The grievance must be filed with the AS Personnel Director. The AS Personnel Director will respond in writing with a decision or course of action.

b. If the employee disagrees with the AS Personnel Director they have ten (10) working days after the date of the AS Personnel Director's decision to file a grievance with the AS Board of Directors. The appeal should be sent to the AS Personnel Director and include the original grievance details, and a statement of why they disagree with the AS Personnel Director's decision. The AS Personnel Director will provide the AS Board of Directors with the original written decision regarding the grievance and all responses to the reasons for appeal.

d. The AS Board of Directors shall rule if there are grounds for a grievance based on AS policy and state or federal law. If the AS Board of Directors rules the hiring or employment conditions are unfair, they will determine the appropriate action to be taken.

#### 7.04 Equal Opportunity Grievance Procedures

a. A student who believes she or he has been discriminated against by the AS because of race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, gender identity/expression, or veteran status is urged to use the internal grievance procedure outlined in section 7.01 and 7.02.

b. 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 AS 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 AS Board of Directors as governed by the AS of WWU By-laws.

8.02 Any waivers of, or revisions to, the Employment Policy are subject to action by the AS Board of Directors, unless otherwise noted herein or superseded by law.

### **9.00 Application of the Code of Conduct**

The AS Code of Conduct (see Appendix A) applies to all AS employees. All employees shall follow the Code of Conduct and the Employment Policies. All employees found to be in violation of the Code of Conduct will be subject to applicable disciplinary action as stated in above policies and procedures.

## **ASSOCIATED STUDENTS CODE OF CONDUCT**

### **A. INTRODUCTION**

Welcome to the Associated Students (AS). We are glad you have joined us, and hope you will utilize the opportunities the AS has to offer.

In order for the AS to be a successful student-run organization, it is essential that we have the confidence of the student body. This confidence depends on the conduct of our employees.

This code outlines employee conduct standards that will help us maintain and enhance the organization's reputation and success. It also details those employee behaviors that are inappropriate and unacceptable. Learning about these standards and behaviors may protect you from making an innocent mistake or finding yourself in a questionable situation.

As an employee of the AS, you are expected to adhere to all rules and regulations. This includes the AS Employment Policy and other personnel policies as adopted by the Board of Directors.

To familiarize yourself with the standards in this code, you will be asked to sign the "Code of Employment Conduct Acknowledgment" at the beginning of each year. This form states that you have read the Code and agree to abide by it. The Personnel Director will supply you with the form.

### **B. ADMINISTRATIVE PROCEDURES**

As an employee of the AS, you are responsible for following the Code. Directors and supervisors are responsible for enforcing the Code within their respective departments. The Personnel Director has ultimate authority for enforcing and revising it.

Employees are encouraged to notify his or her immediate supervisor or the Personnel Director of any Code violations. The AS will make every effort to ensure that notifications are kept confidential.

### **C. EMPLOYEE RELATIONS WITH THE ASSOCIATED STUDENTS**

1. Disciplinary Action – Employees who violate the AS policies and procedures, the Code of Conduct, or are involved in criminal activity will be subject to disciplinary action. The Employment Policy defines various types of disciplinary action. The type of discipline will depend on the following:
  - a. The nature and gravity of the offense.
  - b. The relationship of the violation to the employee's assigned duties and responsibilities.
  - c. The employee's work record.

Supervisors should assess each situation and initiate correct procedures whenever such action is necessary. Circumstances affecting the offense will be taken into consideration. The Personnel Director has the authority to recommend corrective action to the supervisor and disciplinary action to the Board of Directors.

2. Equal Opportunity – The AS is committed to a policy of equal opportunity for employees and job applicants. See the Personnel Director or Employee Policy for the AS Affirmative Action Policy. Employees must respect and adhere to this policy and do everything possible to ensure that the right of all persons is protected.

3. Harassment – The AS is committed to providing an environment free from harassment of any nature. Harassment is defined as any act that creates an intimidating or hostile environment for another employee. An employee who feels he or she has been harassed may notify his or her supervisor or the Personnel Director for options. An AS employee may also contact other appropriate University personnel.
4. Use of the AS Property and Time – AS property and time are to be used for business purposes.
  - a. Property – AS property includes everything the organization owns, leases, controls, or uses to conduct business. Some forms of property include:
    - 1) Physical assets (SCAN systems, and automobiles).
    - 2) Physical expense items (copy paper, official letterhead, stationary, office supplies)
    - 3) Funds (travel and/or business expenses).
  - b. Times – AS employees either create or are assigned to office hours. Use of these hours is for conducting AS business. Potential misuse of AS time includes, but is not limited to, tardiness or early departure from work, and not observing posted office hours.
5. Privacy – The AS expects its employees to be considerate of all people involved with the organization and their right to privacy.
6. Abuse of Power – The AS will not tolerate abuses of power by any employee. An abuse of power occurs when an employee, in a supervisory position over another, takes action that is outside the scope of his/her employment.
7. Freedom of Opinion – The AS respects the right of all employees to hold divergent political, moral and ethical opinions. However, one may not use their role of the property of the AS to further the cause of his or her personal politics.
8. Conflict of Interest – A conflict of interest exists when the purpose or goals of the AS are in conflict with an individual’s purpose or goals. In such cases, decisions should be made to benefit the AS.
9. Employee Suggestions – The AS encourages employees to make constructive suggestions for improving our methods and services. These suggestions may be shared informally with supervisors or with the Personnel Director.

**Interpretation and Enforcement:** AS Personnel Director, AS Board of Directors

**AS CODE OF CONDUCT ACKNOWLEDGEMENT**

I have read the Associated Students Code of Conduct and I understand what is expected of me as an employee. I understand that if I do not follow this Code of Conduct I will be subject to disciplinary action in accordance with the AS Employment Policy.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
AS Position

\_\_\_\_\_  
Date