



## Associated Students Personnel Committee

**To: Associated Students Board of Directors**

**From: AS Personnel Committee**

**Date: February 10<sup>th</sup>, 2012 (revised on February 21)**

**RE: AS Employment Responsibilities recommendation**

These AS Employment Responsibilities were initially drafted last year when the results-oriented job descriptions transition started. We are recommending that they not only be emended, but differentiated between salaried and hourly/work-study employees. These are responsibilities we expect every AS employee, regardless of department or specific job function, to share and uphold.

### Salaried

Serve the diverse membership of the Associated Students in a professional and ethical manner by:

- Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards.
- Attending all AS staff development events: including pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments.
- Being knowledgeable of the AS organization and its general operations.
- Serving on search committees as designated by the AS Personnel Director.

Ensure the continuity and legacy of this position by:

- Working with supervisor and Personnel Director to revise and update position job description.
- Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15 hour internship to the incoming position holder.
- Developing and maintaining a legacy document as required by the AS Employment Policy.

### Hourly / Work-study

Serve the diverse membership of the Associated Students in a professional and ethical manner by:

- Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards.
- Attending ~~all~~ AS staff development events, as assigned by the AS Personnel Office, and departmental staff development events.
- Being knowledgeable of the AS organization and its general operations.
- Serving on search committees as designated by the AS Personnel Director.

Ensure the continuity and legacy of this position by:

- ~~o Working with supervisor and Personnel Director to revise and update position job description.~~
- ~~o Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15 hour internship to the incoming position holder.~~



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Furthermore, our committee tentatively plans to recommend to the Board that the hourly positions of Personnel Office Coordinator, Women's Center Support Staff, REP Support Staff, and EDGE Coordinator be repurposed as salaried positions. These positions have historically been treated as salaried personnel anyways, but paid on an hourly basis. If that recommendation is made and the Board rejects it, we ask that any motion regarding AS Employment Responsibilities indicate that these four hourly positions use the salaried, not hourly, responsibilities above.

**Revision on February 21: Due to the heterogeneity of our client base, the WWU student body, the word "diverse" is being added to each first result.**