



## **“Student Employment Handbook”**

**Proposed Motion:** *approve a draft agenda of student employment handbook to present at fall staff development*

**Sponsor:** *Personnel Director/personnel committee*

**Persons of Contact:** *Nidia Hernandez*

**Guest Speaker:** *Nidia Hernandez*

**Date:** *September 5<sup>th</sup>, 2013*

### **Attached Document**

[Student Employment Handbook 13-14](#)

### **Background & Context**

- *This handbook is just a compiled version of all employee related policies found in the employment policy, and wwu human resources policies that are applicable to all student employee’s. This handbook went through personnel committee for review, but still needs more review before we approve an official version, however we are asking it to be approved as a draft item so that this Handbook can be presented at the first day of Fall staff development. It is a shorter version of the employment policy that will be easier to read for all student employees in the AS.*

### **Summary of Proposal**

*The employment policy is a long document with policies relating to personnel committee, employee policies, hiring policies and such, but there is not a document that holds only employee-related policies that is fast, easy, and readable for employees. This document will benefit the AS because it is short and we can direct students to it when they have questions. By creating this document as organization we are making sure we make all information easy and accessible to everyone as well as making sure we make our best effort that information is given to all employees. In the proposal we have also made it clear that all as employees must still adhere to other policies and we have cited them into the document making them easier for everyone to find.*

### **Fiscal Impacts**

*No applicable*

### **Rationale**

By showing everyone a draft version of the student employment handbook we can introduce the idea as well keep revising it in personnel committee for the final draft.

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