



**AS Student Employee Handbook
2022-2023**

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1.00 General Principles

The Associated Students of Western Washington University is dedicated to creating educational opportunities for student personnel as well as providing 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 complementing students' classroom experience through employment, internships, volunteerism, and other opportunities for experiential education. The AS is committed to providing quality experiences for student personnel, based on the following principles:

- Providing an opportunity to plan, supervise, and carry out programs and services for the benefit of other students.
- Giving students an opportunity to receive practical experience in areas of personal interest.
- Enhancing the development and growth of students by providing para-professional learning experience.
- Providing training and professional staff support to ensure student personnel is able to apply new knowledge and skills in the co-curricular learning environment.

2.00 Administrative Responsibilities

2.01 Administration of AS Student Employee Handbook

The AS Personnel Director is responsible for the administration of the AS Student Employee Handbook and for development of appropriate forms, guidelines and procedures (responsibilities may be delegated to other Personnel Office staff as appropriate). The Personnel Director's responsibilities include, but are not be limited to the following:

- i) Maintaining and monitoring a centralized permanent file of all personnel. This file may only be reviewed for official business by the AS Personnel Office staff, the supervisor, full-time staff and the inquiring staff member. Permanent files must be kept for a minimum of three (3) years and then purged.
- ii) Actively ensuring the marketing and promotion of all AS volunteer and employment opportunities and the maintenance of centralized records of all AS personnel opportunities available for students.

- iii) Posting of all open positions through the University's HR system, Student Employment's website, in the AS Review, and other venues as appropriate.
- iv) An annual review and revision, as necessary, of all guidelines, job descriptions, policies and procedures pertaining to AS personnel, including this policy.
- v) Maintaining records of all currently approved position descriptions.
- vi) In conjunction with Western's Student Employment Center, administering the rules and regulations pertaining to eligibility, pay rates, tracking of volunteer hours, and maximum hours of employment.
- vii) Reviewing position duties and responsibilities to determine proper classification with regard to skill levels, responsibility levels, pay rates and making recommendations to the AS Board of Directors for approval in consultation with the Personnel Committee.
- viii) Maintaining a pay schedule for all paid Associated Students positions.
- ix) Ensuring 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.
- x) Compiling and maintaining a complete online roster of all paid student staff and then distributing the roster to appropriate professional and student staff members at the beginning of each quarter.
 - (a) This document should contain names, positions and contact information of staff members. As positions become vacant and subsequently filled, the roster will be updated for all AS departments.
 - (b) A complete roster of work study employees, official volunteers, and interns will be kept on file in the AS Personnel Office.
- xi) The AS Board shall seek input from the AS Personnel Director on all issues related to personnel actions or policy.
- xii) If the AS Personnel Director is temporarily unable to fulfill their responsibilities due to a conflict of interest, the AS Personnel Assistant Director 1 will serve as acting AS Personnel Director and will be responsible for administering this policy. If the conflict of interest involves both the Personnel Director and the Personnel Assistant Director 1, then the AS Vice President for Business and Operations will serve as Acting Personnel Director.

3.00 Administrative Rules and Regulations

3.01 Policy Application

This policy applies to all paid employees within the AS, including work study and veteran's work study , as well as official volunteers and interns. All personnel of the AS are subject to the provisions of the AS Code of Conduct and each student shall sign and be given a copy of that Code upon the beginning of their term of position. In addition, all employees are subject to the policies and procedures in the WWU Student Employment Handbook available at

<http://www.finaid.wvu.edu/studentjobs/students/resources/index.php>.

This policy does not apply to elected or appointed student government officials. Student government positions are established and governed by the foundational documents that have been approved by vote of the student body as well as the respective by-laws associated with each subdivision of the student government.

3.02 Relation to University Staffing

The AS shall ensure that employment of students on a part-time basis does not supplant classified positions or regular full-time employment.

4.00 Position Classifications & Assignments

4.01 Overview of Position Classifications

i) Employment Positions – may be compensated by means that include, but are not limited to: hourly wages, stipends, salary, payments per job, or work-study awarded funds. These positions are selected by means of search committees, as described later in this policy, and the work that is produced and how it is produced by these positions is under the control of the employer.

ii) Volunteer and internship Positions

Official volunteers are students who volunteer on a regular and on-going basis with an AS Office. Interns are official volunteers who have co-created learning goals with their supervisor, detailing the expected educational outcomes for the internship. Internships may or may not involve connection to an academic course and/or academic credit.

All official AS volunteers will be required to complete the Western Washington University Volunteer Application form (<http://www.acadweb.wvu.edu/hr/forms/docs/VolunteerApplication.pdf>) and complete a monthly Volunteer Hourly Timesheet (available at <http://www.acadweb.wvu.edu/hr/forms>), as well as sign the AS Code of Conduct. For additional information about AS volunteers, please see section 4.10.

4.02 Pay Schedule

i) The AS Board of Directors will approve the appropriate salary or wage level for each AS job via the approved salary schedule and in accordance with the AS Salary Determination Policy. The rate of compensation is determined by the duties and responsibilities required for a particular position as outlined by the respective job description. The AS Board of Directors may change, alter or omit any AS paid

position at any time (see section 4.04 iv). Wage and salary increases may be suspended by the university or state due to budget freezes.

4.03 Employment Position Classifications

i) Directors

Directors are responsible for coordinating the activities of an entire AS 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 coordination and oversight, communication among employees, coordination of programs efforts, and conflict resolution.

ii) 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 may include but are not limited to: establishing departmental goals, departmental training, program approval, departmental budget coordination, communication among employees, personnel supervision, coordination of programs efforts, and conflict resolution, program planning and communicating with Western's student body.

iii) Coordinators

Coordinators provide programming and services for the AS as a whole or for a specific office/department. Coordinators plan and facilitate events and activities and or ensure the effective delivery of a service or resource to the student body. Coordinators report to department directors or supervisors. Specific duties may include but are not limited to: event programming, departmental budget management, coordinating specific office functions, performing administrative work, supervising assistant coordinators and Program Assistants, promoting office and events, and maintaining and updating programming resources for the department.

iv) Program Assistant

Program Assistants provide a variety of support functions for the AS as a whole or for a specific office/department. Program Assistants take direction from, and may be supervised by, any classification level of AS employee or by professional staff members. Program Assistants may fill a broad range of specialized roles in the AS; and therefore, the WWU position classification will be a strong determinant of the proper hourly wages for these roles. Specific duties may include but are not limited to: assisting with event programming, coordinating specific office functions, performing administrative work, creating a specialized product such as design, writing, photography, and maintaining and updating programming resources for the department. Specific training or past experiences is not normally required.

4.04 Specialized Positions

The AS Board of Directors may approve specific positions that have titles, responsibilities, levels of pay, and terms of position outside of the above classification listing (e.g. Election Board Chair, Club Events Facilitator).

4.05 Position Changes and Alterations

i) Substantive Position Changes & Alterations

The AS Personnel Committee may make recommendations to the AS Board of Directors to adjust employee's wages and make substantive changes to job descriptions in accordance with Washington State Law and Western Washington University policies. AS job descriptions may be adjusted at any time to fit the organization's needs. "Substantive changes" to job descriptions include, but are not necessarily limited to:

- (a) pay adjustments
- (b) reportage changes
- (c) major responsibility changes
- (d) term of position changes
- (e) job title changes
- (f) and position classification changes ii)

Minor Position Changes & Alterations

The AS Personnel Committee may make minor revisions to job descriptions in accordance with Washington State Law and Western Washington University policies. Minor revisions are those that don't substantively change the nature of the position or the responsibilities. AS job descriptions may be adjusted at any time to fit the organization's needs "Minor revisions" to job descriptions include, but are not necessarily limited to:

- (a) language or responsibility clarification
- (b) job description format changes
- (c) minor responsibility changes
- (d) and adding departmental or office responsibilities

iii) All minor job descriptions changes approved by the AS Personnel Committee will be presented to the Board of Director's as consent items during the following AS Board of Director's meeting.

iv) The authority to approve alterations to work study, volunteer, and intern position descriptions rests with the AS Personnel Office and does not need to be reviewed or approved by the Personnel Committee or AS Board of Directors unless there is a difference of opinion regarding the position that needs resolving by one of these two bodies.

v) If the AS Board of Directors decides to omit or shorten a paid AS Employee's position, they will be required to inform the employee at least four weeks before the position is terminated.

vi) All changes to AS ROP, ESP, and ASP job descriptions must comply with the

Program Saturation standards approved by the AS Board of Directors in Fall Quarter of 2012. Any new job descriptions must also comply with these standards upon their creation.

4.06 Term of Position and Payment Procedures

- i) 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 may shorten or extend an employee's term to meet program needs. Applicants should only be hired if they can fulfill the full term of the position. Enrollment in an academic program curriculum that will require students to be away from campus for an extended period of time (more than 7 days) during the term of position will constitute lack of ability to fulfill the term of position. Exceptions can be made by the AS Personnel Committee, in conjunction with the position supervisor, and adjustments to pay may be considered.
- ii) AS positions are paid on a twice-monthly basis via Western's payroll schedule.

4.07 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 Committee after consulting with the AS Business Director and the appropriate advisor or manager.

4.08 Hourly Positions

- i) To maintain consistency between AS hourly positions and university guidelines, classification will not conflict with the guidelines established by the Student Employment Center.
- ii) Hourly employees wishing to continue employment beyond their current term of position will need to reapply for the position when its campus-wide application process begins. These positions are usually held for one academic year; however, other terms of employment may be specified in the position description.

4.09 Work Study and Veterans Work Study Employees

- i) 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.
- ii) 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.

- iii) 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.

4.10 Holiday and Overtime Pay

As temporary employees, student employees are not paid for holidays unless worked. Student employees are not eligible to work overtime over 40 hours per week. Please see the "Holiday and Overtime Pay" section of the WWU Student Employment Handbook for additional details

(<http://www.finaid.wwu.edu/studentjobs/students/resources/index.php>).

4.11 Student Employee and Official Volunteer Benefits

- i) Official volunteers are required to fill out the paperwork indicated in Section 3.02 in order to be eligible for these benefits.
- ii) Student employees and official 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.
- iii) Student employees of the AS are not eligible for participation in Western's employee and or volunteer life insurance programs or the State Public Employees Retirement Systems.
- iv) The above benefits may be subject to change according to university, local, state and federal regulations.

5.00 Employment Eligibility

5.01 Summer Employment

To be eligible to work during the summer, a student employee must either be enrolled during summer quarter, or have been eligible for student employment during spring quarter and must intend to continue enrollment during fall quarter. Summer enrollment is not a requirement to work during summer break. After completion of their last final, student employees are allowed to work up to full-time (40 hours per week) during break periods in a student employment position.

The number of hours worked will depend on the job description, program needs, and term of position.

5.02 Credit Load

- i) All AS employees must carry a minimum of six (6) credit hours per quarter for undergraduates or four (4) credit hours for graduate students. The AS Board of Directors may approve specialized credit hour specifications via job descriptions.
- ii) Persons not meeting the minimum credit requirement at the time of employment or at any time during employment must obtain a credit waiver from the AS Personnel Director. The AS Personnel Director, in coordination with the Student Employment Office, has the authority to grant each employee one (1) credit waiver per academic year. The employee may appeal to the AS Personnel Committee if the waiver is denied. The AS Personnel Committee may grant one (1) additional credit waiver and no employee shall be granted more than two (2) credit waivers per academic year.
- iii) 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 tuition is paid for those credits. The Employee must give a copy of the receipt to the AS Personnel Director who will then forward it to the Student Employment Center.

5.03 Grade Point Average

- i) 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 students who have less than 20 credits of graded courses at WWU.
- ii) 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 GPA waiver from the AS Personnel Director. The AS Personnel Director has the authority to grant each employee one (1) GPA waiver per academic year. The employee may appeal to the AS Personnel Committee if the waiver is denied. The AS Personnel Committee may grant one (1) additional GPA waiver and no employee shall be granted more than two (2) GPA waivers per academic year.

5.04 Failure to Meet Qualifications

- i) 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 they would like to request a GPA or credit waiver.
- ii) Any employee not meeting the above requirements outlined in 5.02-5.03, and not continuing under an approved GPA or Credit Waiver, will be terminated from their position and removed from the AS payroll. A letter will be submitted from the AS Personnel Director to the Finance Office. The AS Personnel Director will notify the student employee via their Western email and will notify the employee's

supervisor. Refer to Sections 6.05 and 6.06 for the handling of position vacancies.

5.05 Weekly Workload

- i) The weekly expected hours, including required office hours, for each position will be specified in the job description.
- ii) No student position may work more than 19 hours in a given week in accordance with Western's student employment policy, with the exception of student government positions which are not subject to a maximum hours requirement. Guidance on the hours-per-week expectation, if any, for student government positions may be found in the position descriptions for those roles and are not determined by this policy.
- iii) An exception can be made in which employees are allowed to work up to 40 hours per week as the organization needs during summer quarter if an employee is not enrolled in classes and during periods when classes are not in session.
- iv) Paid hourly position holders may not work beyond the maximum weekly workload stated in their position descriptions without permission to do so granted by the Budget Authority of the fund from which their wages are paid.
- v) 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.
- vi) The AS values student employees as students first and they may not work during the hours they are scheduled to attend class.

5.06 Multiple Positions

- i) To provide the most students with employment opportunities, no paid employee of the AS may receive an additional wage from within the AS of WWU, unless approved by the AS Personnel Committee. Due to the unique requirements and per-job nature of certain AS positions, any employee of the AS shall be hireable as an AS Outdoor Center Trip Leader or AS EDGE Challenge Course Facilitator with the approval of the AS Personnel Director.
- ii) No person shall work as a volunteer or work study employee in a position that is intended to be paid for by AS-allocated funds if such employment would supplant a non-work study AS employee, unless approval has been given by the AS Personnel Committee.

5.07 Employing Family Members and Significant Others and Prohibition of Consensual Intimate Personal Relationships Between Supervisors and Supervisees

- i) University Policies POL-U5410.01 (Employing Family Members and Significant Others) and POL-U1600.06 (Prohibiting Consensual Intimate Personal Relationships Between Supervisors and Supervisees) apply to all AS employees and can be found at <https://policy.wvu.edu/policies-by-division/business-and-financial-affairs>.

6.00 Hiring and Selection Procedures

6.01 Employee Hiring Procedure

- i) AS supervisors or directors shall notify the AS Personnel Director of position openings. The AS Personnel Director, upon notification of position vacancies, shall advertise the open position for a minimum of two weeks on the University's HR system, Student Employment's website, the AS Review, and other venues as appropriate. The AS Personnel Director, in consultation with the supervisor and/or adviser for the position that's open, may open work-study positions for less than two weeks if deemed necessary due to the limited number of students with work-study awards.
- ii) Should a minimum of three (3) applications not be submitted by the application deadline, the AS Personnel Director shall reopen the position as outlined in 6.01 i and accept applications for at least one (1) additional week. An exception may be made if the Personnel Director, search committee chair, and appropriate adviser or supervisor thinks the applications received are strong enough to interview without reopening the position.
- iii) If at the end of the extension a minimum of two (2) applications has not been received, the position may be closed or reopened at the discretion of the AS Personnel Director in consultation with the search committee chair, and appropriate adviser or supervisor.
- iv) The AS Personnel Director will ensure that all appropriate materials (i.e. job descriptions, applications, core questions, etc.) are available to potential applicants.
- v) Applicants should intend to meet the qualifications of the position at the time of employment including credit load, grade point, and 'term of position' requirements. If students cannot meet the term of position requirement, they are not eligible to be hired, unless an exception is approved by the Personnel Committee.
- vi) A search committee should be composed of three (3) voting members, one of whom acts as the chair to be chosen by the AS Personnel Director and, during spring quarter, approved by the Personnel Director, VP for Business & Operations, and the Personnel Office advisor. If applicable, the full-time professional program supervisor may serve as a voting member of the Search Committee. No AS employee may be a voting member of a committee for their current position, but are highly encouraged to educate their position's search committee (not applicants) on the position responsibilities. No employee may be a member of a search committee for which a candidate is an immediate family member or significant other.
- vii) A staff advisor (non-voting member) may serve on the committee and meet with the committee members as a resource person and advise employees of the Employment Policy and University Equal Opportunity Guidelines. Another individual may act as an additional non-voting resource if their experience and or knowledge is beneficial

(in which case they need to be present at all interviews). This additional member may not however be the current position holder. Total membership of the committee should not exceed five (5) members. It is a requirement of all committee members to go through training with the Personnel Office prior to serving on the committee.

- viii) In order to sit on a Search Committee for the Associated Students, the member in question must:
 - (a) Agree to the terms of the AS Confidentiality Agreement. Should any AS employee be found in violation of the AS Confidentiality Agreement, this is grounds for immediate action, which could include suspension by the Personnel Director and/or other action by the Personnel Committee, including termination.
 - (b) Currently be filling a role as an official WWU employee, member of student government, official volunteer/intern, or student-at-large appointed specifically to serve on a search committee by the Personnel Committee.
- ix) In a situation where a revision to Search Committee members is needed before the VP for Business & Operations and the Personnel Office advisor can be reached for joint approval 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 Search Committee Chair.
- x) The Search Committee Chair shall be responsible for organizing a meeting with the committee (including the advisor) to review and finalize the interview questions based on the job description and preferred qualifications. Search committees are encouraged to consult with current position holders, to better understand the position and its responsibilities. All interview questions must be approved by the AS Personnel Office before the committee views applications.
- xi) The Search Committee may require additional information or material as part of the application or interview process based on the uniqueness of the position. All applicants or interviewees will be required to present the same information. This decision must be approved by the Personnel Director before the committee views applications.
- xii) After the position closes, the AS Personnel Office will forward the applications to the committee members, 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 required and preferred qualifications in the job description, 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. Names of those not selected for interviews should be returned to the AS Personnel Office prior to conducting interviews and the AS Personnel Office will notify applicants that are not selected for interviews by E-mail.
- xiii) It is the responsibility of the Search Committee Chair to enter into the online application management system dispositions of students that are not offered

interviews or the position at all steps in the process. It is also the responsibility of the chair to call and offer interviews for those being considered as finalists.

- xiv) The Search 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 that are being strongly considered as the finalist. The same questions need to be asked of all references, and at least two references should be called per applicant.
- xv) The Search 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. If the committee is unable to make a decision, the hiring process will begin again as outlined in 6.01 with a reconstituted committee.
- xvi) The chair of the committee will notify the AS Personnel Director (in writing) of the candidate and alternate(s) recommended. The Personnel Office will notify the finalist and offer the position as appropriate. The chosen finalist will be given one (1) business day to respond and to report to the AS Personnel Office to sign the acceptance letter (exceptions to this deadline may be made by the AS Personnel Director for extenuating circumstances). During Spring Hiring, employment paperwork will be completed at the Mandatory Staff Development event: New Hire Night.
- xvii) All applications, questions, interview evaluation sheets, application screening forms, notes and any other material used in the hiring process must be returned to the AS Personnel Office. All applications shall be retained on file by the AS Personnel Office for a period of three years. (All persons with application information on file shall retain all rights pursuant to the US Federal Right to Privacy Act.)
- xviii)
- xix) Current and new position holders will together complete a five to ten (5 – 10) hour internship and orientation during spring quarter (or other appropriate time if the position isn't hired during spring quarter).
- xx) All salaried employees and any hourly employees if required in their job description (including returning employees) must attend AS Staff Development prior to the beginning of fall quarter, along with other trainings as per job descriptions and AS procedures.

6.02 Alternate Selection

- i) All Search Committees will select one or more alternate candidates when hiring for any AS position, unless an alternative qualified candidate is not available.
- ii) If an alternate is named and the first choice applicant does not accept the position, the Personnel Office will offer the position to the alternate candidate. If the alternate candidate does not accept the position, the position will be offered in order to any remaining alternate candidates until one accepts the position. If all alternates are

exhausted and no one has accepted the position, the position will be re-opened for applications for a minimum of one week.

6.03 Applicant's Rights

- i) Any student applicant may apply for as many positions as desired.
- ii) All applicants have one (1) business day to accept or decline the offer of employment. An applicant may request an extension, in writing, to the AS Personnel Director.
- iii) When an applicant accepts a position they will be withdrawn from all other concurrent hiring processes. After accepting a position, the employee will not be eligible to apply for other vacant AS positions until halfway into the first quarter of their employment in the recently-accepted position (exceptions to this may be authorized by the AS Personnel Committee).

6.04 Resignation

In the case that an AS employee decides they cannot fulfill the requirements of their position, it is an expectation that they submit a letter of resignation to their student or staff manager and the AS Personnel Office. If possible, it is expected that they submit this with a minimum of two weeks' notice.

6.05 Vacancy Policy

- i) In the event of an unforeseen vacancy in any position other than AS Board of Director and other student government positions, the vacancy will be filled according to the quarter in which it occurs, per the following policies and procedures:
 - (a) Summer, fall, or the first two weeks of winter quarter: If the vacancy occurs during summer, fall, or the first two weeks of winter 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 hiring procedures.
 - (b) Winter and spring quarter: If the vacancy occurs during the remainder of winter quarter or spring quarter, the position will be advertised for two weeks, with exceptions granted by the AS Personnel Director, and will follow the hiring procedures.
- ii) In offices where there is a hierarchy of employees there is an opportunity for promotion in the case of a vacant position. The director or office manager can petition the AS Personnel Committee to promote someone within the office as long as another position is available for students to apply to.
- iii) An interim appointment may be recommended by the AS Personnel Director, in consultation with the appropriate student director or staff manager, to be ratified by the AS Personnel Committee 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 Personnel Committee.

- iii) Vacant positions may be left unfilled if constraints or circumstances exist that would make filling the position difficult. This decision must be made in a mutually-agreeable manner between the AS Personnel Director and the full-time staff advisor/manager of the area. The Personnel Director may involve the Personnel Committee in the decision if preferred.
- iii) All exceptions to these procedures must be approved by the AS Personnel Committee.
- iv) Vacancies in AS Board of Directors positions will be handled in accordance with the AS Bylaws.

6.06 Payroll Procedures

- i) The new employee will report to the AS Personnel Office who will ensure the proper paperwork is filled out and submitted to the Finance Office and University HR. The AS Personnel Director is responsible for submitting an 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, the Finance Office, and University HR. Supervisors are also responsible for ensuring employees have all paperwork completed before they start.**
- ii) 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.

7.00 Equal Opportunity Statement

Western Washington University (WWU), in compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces diversity, does not discriminate on the basis of race, color, creed, religion, national origin, sex, disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information in its programs or activities, including employment, admissions, and educational programs. Inquiries may be directed to the Vice Provost for Equal Opportunity & Employment Diversity, Equal Opportunity Office, Western Washington University, Old Main 345, MS 9021, 516 High Street, Bellingham, WA 98225; 360.650.3307 (voice) or 711 (Washington Relay); eo@wwu.edu.

WWU is committed to providing reasonable accommodations to qualified individuals with disabilities upon request. To request an accommodation, please contact **Human Resources Disability Services, Humanities Floor 2, 360-650-3774 or 711**

(Washington Relay) (6/2012 version). One week advance notice appreciated. To request this document in an alternate format, please contact the AS Personnel Director, 360-650-6113, AS.Personnel@wwu.edu.

8.00 Personnel Performance Expectations

8.01 Legacy Documents

The Associated Students expects that its current and future personnel will learn from their work experiences and are trustees who hold their positions only for a limited time until other students succeed them. It is important that personnel reflect on their own and predecessors' work, as well as aid in the transfer of records, knowledge and experiences to future generations of AS personnel.

- i) Personnel members, upon beginning their positions, will read all legacy documents created by their predecessors and review them throughout their term of position.
- ii) Employees, volunteers, an interns, at the discretion of the departmental managers, will create a new legacy document (detailed descriptions of tasks involved in fulfilling position responsibilities, as created by previous position holders) for the position they serve by:
 - (a) Taking notes and developing, maintaining and updating this legacy document- in consultation with their supervisor- at least once every quarter the position is filled.
 - (b) Completing the document no later than four weeks prior to the end of the position term, which will likely be at the end of spring quarter. Final topics may include, but are not limited to:
 - A list of main duties, responsibilities and activities
 - What worked well
 - What did not work well
 - Advice and "how-to" suggestions
 - Information that could have made the job easier (I wish someone had told me)
 - Ongoing situations to be aware of
 - Contact information for people who work with the office
 - Office marketing and outreach methods
 - Ideas/suggestions that were not implemented, but may improve/expand on the job
 - Other pertinent information
 - (c) Archiving the document by saving it on their office's AS/VU network drive folder and e-mailing it to a designated Personnel Office employee.

8.01 Performance Improvement, Discipline & Termination Procedures

- i) Supervisors must maintain communication with their directors and staff managers with their staff director on issues of employee performance. Prior to any significant action

beginning, including establishing a performance contract or recommending discipline/suspension/termination the supervisor should meet with their director.

- ii) Supervisors should establish performance expectations with employees and provide performance feedback on a regular basis.
- iii) In the event that unsatisfactory performance exists, the supervisor will provide performance feedback including specific information on how to improve performance. Supervisors should document the date and the nature of the feedback provided for future reference if needed.
- iv) In the event that such feedback and subsequent discussion does not elicit improved performance, the following process will commence:
 - (a) The supervisor shall give a verbal and written warning to the employee that a serious problem exists with performance of position responsibilities, including expectations about how to improve performance. 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.
 - (b) If performance does not improve, the supervisor, employee, and staff manager or adviser (if applicable) shall meet with the AS Personnel Director to address performance issues and develop a performance contract for the employee including expectations for improved performance and a specific timeline for review. The contract may include performance specifications for both parties. The AS Personnel Director's role will be to act as an unbiased facilitator. 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. If the AS Personnel Director is the employee with which there are performance issues, then the VP for Business & Operations is in the supervisor role and the AS President or Personnel Office advisor acts in the role of the AS Personnel Director.
 - (c) If the two parties cannot agree on a performance contract, the AS Personnel Director and the supervisor shall send the employee a written warning containing reasons for the warning, expectations for improvement of performance, and a timeline for evaluation of performance.
 - (d) The Personnel Director, supervisor, and staff advisor or manager (if applicable) will meet with the two parties for a follow- up performance evaluation of their adherence to the contract or warning.
 - (e) If the performance of the employee does not meet the expectations outlined in the contract, the AS Personnel Director, in conjunction with the supervisor, will provide the evaluation to the AS Personnel Committee for review and recommendation of appropriate action which should be taken. Further action may be taken by the AS Personnel Committee if deemed appropriate.

- (f) If the student employee does not agree with the outcome of the Personnel Committee meeting, they can seek an appeal to the five members of AS Board of Directors not serving on Personnel Committee, within the next two AS Board meetings. Up to two members of Personnel Committee will represent the committee's decision to the five-member Board. The appealing party may bring one additional person to the meeting for support.

8.02 Immediate Suspension

The AS Personnel Director is authorized to immediately suspend, with pay, an employee at any time if they believe there has been a serious violation of policy or procedure or there is a danger in continuing employment of the individual. The suspension will be reviewed at the following AS Personnel Committee meeting in which the student will present their case and the AS Personnel Director will provide information for their suspension. The AS Personnel Committee will take further action, which may include reinstatement, suspension without pay, or, in severe cases, terminating the employee.

8.03 Suspension

In the case of suspension, the following process will be followed:

- i) The employee will be moved to a suspended status without pay, except for situations outlined in Section 8.05.
- ii) A letter will be submitted from the AS Personnel Director to the VU Finance Office within 24 hours of the determination of the suspension.
- iii) The AS Personnel Director will notify the student employee via their Western email and will notify the employee's supervisor.
- iv) This situation will be addressed at the next AS Personnel Committee meeting.
- v) Exceptions may be made by the AS Personnel Committee.

8.04 Termination

Reasons for termination shall include, but are not limited to the following: completion or elimination of job; loss of funding for the position; avoidable absences; repeated lateness; abandonment or vacation of position; unsatisfactory work or inability to carry out work assignments; lack of cooperation with co-workers or supervisor; insubordination; performance-based issues; falsification of credentials; violation of code of conduct; unexcused absence from mandatory trainings as outlined below, 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.

8.05 Staff Development Attendance

Mandatory Staff Development is determined by the AS personnel member's Position/Job Description.

- i) Student employees will be held accountable for their attendance at all mandatory AS Staff Development. Failure to attend mandatory Staff Development will be handled depending on the severity of the absence from the Staff Development.
- ii) Four Quarter Employees will not be hired unless they are able to attend the Pre Summer Staff Development. Exceptions to this can be approved by the AS Personnel Committee. Search committees are required to disclose if the first choice and alternate applicant(s) stated that they cannot attend the summer Staff Development.
 - (a) If an employee misses this training without prior approval from the AS Personnel Director or an excused absence granted within 5 business days after the training, they will be immediately placed on a performance contract outlining that missing any other mandatory AS Staff Development event without being excused by the Personnel Director will require the employee to be present at a hearing conducted by the Personnel Committee where another performance contract, suspension, termination, or other consequences can be put into place. They will also be required to complete the training aspect missed with the Personnel Director and complete an activity to get acquainted with the summer AS and VU staff.
- iii) No employee will be hired unless they are able to attend the Fall Staff Development. Exceptions to this can be approved by the AS Personnel Committee. Search Committees are required to disclose if the first choice applicant has stated that they cannot attend either the summer or Fall Staff Development.
- iv) If after being hired, an employee notifies the Personnel Director that they will not be able to attend Fall Staff Development, the Personnel Director will consult this section of the Employment Policy and decide accordingly:
 - (a) Five or more days of Fall Staff Development missed- the employee will be terminated and the alternate will be offered the position.
 - (b) Four or less days of Fall Staff Development missed- the Personnel Director in conjunction with the Personnel Director's advisor and the advisor, director or manager of the employee in question will review the reason for missing the Fall Staff Development, and the impact on the organization of missing this time and decide whether or not to grant an excused absence.
- v) If an employee misses any mandatory AS Staff Development event without prior approval from the AS Personnel Director or an excused absence granted within 5 business days after the training, they will be immediately placed on a performance contract outlining that missing any other mandatory AS Staff Development event without being

excused by the Personnel Director will require the employee to be present at a hearing conducted by the Personnel Committee where another performance contract, suspension, termination, or other consequences can be put into place. They may also be required to complete the training aspect missed with the Personnel Office staff.

vii) All exceptions to these procedures must be approved by the AS Personnel Committee.

8.06 Abandonment of Position

- i) 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 to their last known address and WWU email.
- ii) A position shall be considered abandoned 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 and WWU E-mail.

8.07 Sick Leave

- i) Employees that miss work due to illness must notify their supervisor of their absence. Absences of more than 4 work days require a 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.
- ii) Hourly employees who are eligible for paid sick leave accrual may apply their accrued sick leave to any absences due to illness at their discretion. These employees will only receive pay for sick time if, and when, they apply these accrued hours to their timesheet. No pay will be granted for sick time when accrued leave hours are not applied or when they have been exhausted. Applied sick leave hours in any given week do count toward the allowable maximum of 19 hours per week.
- iii) 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.
- iv) 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 their supervisor or director prior to the absence.

8.08 Absences

- i) Employees must report any absences to their immediate supervisor or the AS Personnel Director. Failure to do so may result in employee discipline.
- ii) It is the employee's responsibility to perform their duties during normal business hours. Exceptions can be made based on the job description responsibilities. 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.
- iii) Discrimination on the basis of religion is prohibited by law and University policy. If a conflict arises due to the scheduling of work hours or a staff development event on a religious holiday, an employee may contact their supervisor and the Personnel Director to make alternate arrangements.
- iv) Military Leave/Absences for salary employees: AS personnel must inform their supervisor and the AS

Personnel Director of leave dates with at least a month prior notice. AS personnel must provide the AS Personnel Office copies of military orders and leave slips. Employees are entitled to 21 days of paid military leave in any one calendar year (WAC 251-22-170). Once the 21 days of paid military leave is utilized, military leave without pay status is continued (WAC 251-22-180). Employees must indicate to their supervisor and the AS Personnel Director the dates selected for paid leave. In such instances, depending on the length of leave, the Personnel Committee may approve the appointment of an interim employee in consultation with the appropriate supervisor, manager, and/or advisor.

8.09 Sexual Harassment Prevention Policy

- i) Sexual harassment is a form of sex discrimination and is therefore prohibited by law. The university Preventing Sexual Harassment policy applies to all AS employees and volunteers, and is available at <https://policy.wvu.edu/POL-U1600.04-Preventing-and-Responding-to-Sex-Discrimination-Including-Sexual-Misconduct.pdf#search=sexual%20harassment%20policy>.

8.10 Drug-Free Work Place

The Federal Drug-Free Workplace Act of 1988 and the Federal Drug-Free Schools and Communities Act Amendments of 1989 require that universities promote a drug-free workplace and environment through adoption and implementation of policies and procedures concerning alcohol and other drugs. These policies and procedures are designed to educate the university community about the dangers of substance abuse. All student employees are required to abide by the state and federal laws governing the possession, manufacture, distribution, dispensing, sale and use of controlled substances while on university property or while involved in university business or activities.

9.00 Grievance Procedures

9.01 Hiring Grievance

- i) 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.
- ii) 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 when they became aware of the incident. The grievance should include a complete description of the grievance and will list the particular section of the AS Employment Policy, other AS or WWU policies, or any state or federal laws that have been allegedly violated.
- iii) The written grievance shall be filed with the AS Personnel Director.
- iv) Upon receipt of the written grievance, the AS Personnel Director will contact the appropriate Search Committee Chair to notify them of the grievance.
- v) The AS Personnel Director will give each member of the Search Committee 3 business days to submit a written report of their involvement in the hiring process that specifically addresses the alleged violations.
- vi) The AS Personnel Director will then have 2 business days to decide whether or not there are grounds for a grievance and will notify the grievant and the search committee members of that decision.
- vii) If the AS Personnel Director finds that there are grounds for the grievance and the student wishes to continue the process, a preliminary report shall be made to the Personnel Committee at its next meeting, citing the particular section of policy that has allegedly been violated. The AS Personnel Director will provide the Personnel Committee with all materials associated with the grievance. If the AS Personnel Committee rules the hiring was unfair they will determine the appropriate action to be taken.
- viii) If the AS Personnel Committee finds that there are no grounds for a grievance, they 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 decision to the AS Board of Directors within the next two Board meetings.
- ix) 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.

9.02 Conditions of Employment Grievances

- i) 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.
- ii) If satisfaction is not reached or it relates to a student supervisor, the student shall contact the AS Personnel Director for a joint discussion with their supervisor. If the

grievance relates to a fulltime staff supervisor the AS Personnel Director will work with the Assistant Director of Student Activities to address the issue through appropriate administrative procedures.

- iii) If satisfaction is still not reached, the employee may file a formal written grievance with the AS Personnel Director. This written grievance must indicate the particular section of the Code of Conduct, Student Rights and Responsibilities Code, AS Student Employee Handbook or applicable policy or law, which has allegedly been violated. Upon receipt of this written grievance, the AS Personnel Director will bring the issue to the Personnel Committee for a decision.
- iv) All employees have the right to file grievances and retaliation against them is prohibited.

9.03 Equal Opportunity Grievance Procedures

- i) A student, personnel member, or applicant who believes they have been discriminated against by the AS because of race, color, creed, religion, national origin, sex, disability, age, veteran status, sexual orientation, gender identity or expression, marital status, or genetic information is urged to use the internal grievance procedures outlined in Section 9.0 and/or report the issue to the University Equal Opportunity Office.

10.00 Policy Authority

10.01 Derivation of Authority

The authority of this AS Student Employee Handbook shall be derived from the AS Board of Directors as governed by the AS of WWU By-laws.

10.02 Waivers & Revisions

Any waivers of, or revisions to, the AS Student Employee Handbook guidelines are subject to action by the AS Board of Directors, unless otherwise noted herein or superseded by law.

11.00 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 Polices. 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 personnel.

This code outlines conduct standards that will help us maintain and enhance the organization's reputation and success. It also details those personnel 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 a member of AS personnel, you are expected to adhere to all rules and regulations set forth in the AS Student Employee Handbook, University Student Employment guidelines and state laws.

To familiarize yourself with the standards in this code, you will be asked to sign the "AS Code of 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 a member of AS personnel, you are responsible for following the Code. Directors and supervisors are responsible for enforcing the Code within their respective departments. The Personnel Director has authority for enforcing it and all revisions must be approved by the AS Board of Directors.

Personnel are encouraged to notify their 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 – Personnel who violate AS procedures set forth in the AS Student Employee Handbook, the Code of Conduct, or are involved in criminal activity will be subject to disciplinary action. The AS Student Employee Handbook 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 personnel member's assigned duties and responsibilities.
 - c. The personnel member's work record.

Supervisors should assess each situation and initiate corrective 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 AS Personnel Committee.

2. Equal Opportunity – The AS is committed to upholding University Equal Opportunity policies and standards (<http://www.wvu.edu/eoo/policies.shtml>) for all personnel and job applicants.
3. Harassment – The AS is committed to providing an environment free from harassment of any nature. Harassment is defined as bullying, workplace intimidation, and any act that creates an intimidating or hostile environment for another personnel member. A student who feels they have been harassed may notify their supervisor or the Personnel Director for options, which may include a disciplinary hearing at the Personnel Committee and/or referring the issue to appropriate University personnel, including the Equal Opportunity Office. An individual who feels they have been harassed may also contact other appropriate University personnel, including the Equal Opportunity Office.
4. Use of 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 (computers, phones, printers, copy machines).
 - 2) Physical expense items (copy paper, official letterhead, stationary, office supplies)
 - 3) Funds (travel and/or business expenses through AS budgets).
 - b. Time – AS personnel 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, not observing posted office hours and not using office hours for AS business purposes.
5. Privacy – The AS expects its personnel to respect and to be considerate of all people involved with the organization and their right to privacy. This includes, but is not limited to, exercising confidentiality in regards to written documents and shared sensitive information. Personnel should always adhere to this standard even when not requested explicitly.
6. Abuse of Power – The AS will not tolerate abuses of power by any member of personnel. An abuse of power occurs when an individual, in a supervisory position over another, takes action that is outside the scope of their role.
7. Freedom of Opinion – The AS respects the right of all personnel to hold divergent political, moral and ethical opinions. However, one may not use their role or the property of the AS to further the cause of their 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.

a. A conflict of interest may also occur when AS personnel are in a position to influence or make decisions where they might directly or indirectly receive financial benefit or other personal gain, or give improper advantages to associates.

b. AS personnel members in a position to influence or make a decision for which they might receive material benefit should disclose the nature of the conflict to their supervisor or to others involved in the decision. Whenever possible, those with potential conflicts should remove themselves from involvement in the decision. If the individuals should continue to participate in the decision making process, discussion with supervisors and documentation of the potential conflict and final decision should be kept on file. In such cases, decisions should be made to benefit the AS.

9. AS personnel are expected to maintain a high level of professionalism in all their responsibilities which includes but is not limited to:

- Responding to emails in a timely and professional manner
- Respecting the time of others by arriving on time for all scheduled meetings, staff developments, office hours, and other commitments
- Avoiding profane and/or offensive language in the workplace
- Maintaining an approachable demeanor to coworkers, students, and others.

10. Personnel Suggestions – The AS encourages staff members 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 Personnel Committee, and 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 a member of AS personnel. I understand that if I do not follow this Code of Conduct I will be subject to disciplinary action in accordance with the AS Student Employee Handbook.

Print Name

Signature

AS Position

Date