

United Council of UW Students, Inc.

Personnel Policies & Procedures

These policies have been ratified by the General Assembly of the United Council of UW Students, Inc., and the United Council staff on **June 7, 2003**, and are binding for both parties.

1.00 General

1.10 Authority: The following staff policies and procedures are intended to govern the working relations of United Council employees as a means of achieving goals and objectives.

1.20 Execution and administration: The President of United Council shall be the sole and chief executive officer of the organization. The delegation of authority, and responsibility for the execution and administration of such policies and practices, lies with the President.

1.30 Scope: These policies shall be applicable to all staff members and the President.

1.40 Ratification and amendment: This document shall be effective upon ratification by the General Assembly. These Personnel Policies and Procedures may be amended by the General Assembly during any regular or special session by a 2/3 majority vote, provided that all members receive 10 days written notice of such amendment.

2.00 Equal Employment Opportunity Policy

2.10 Non-discrimination in employment: United Council shall not discriminate on the basis of race, ethnicity, creed, gender, gender identity, sexual orientation, gender expression, gender characteristics, religious belief or lack thereof, veteran status, marital/familial/parental status, age, physical appearance, disability, political affiliation, national origin, income level or source, residency status, or geographic disadvantage, as well as any classes otherwise protected by federal, state and municipal equal employment opportunity law.

2.20 Scope: This policy shall apply to all subsequent sections of this document, as well, as all phases of the employment relationship, including, but not limited to, the hiring, upgrading, promoting, transferring, laying off, terminating, compensating and recruiting of personnel.

3.00 Recruitment & Hiring

3.10 Recruitment and Hiring: Recruitment and hiring will be conducted in accordance with Section 2.00 of these policies.

3.20 Diversity Policy: United Council will actively recruit and distribute information statewide to include women; students of color; students with a disability; non-traditional students; or lesbian, gay, bisexual, transgender, international, or graduate students in its staff.

3.30 Advertising: United Council will actively recruit/advertise statewide in diverse/multicultural areas.

3.40 Job descriptions and Qualifications

a) General philosophy: Staff members are hired on the basis of competence and commitment to the purpose of United Council, the ability to fulfill the requirements for the position for which they are being considered, and on the willingness to work hard to achieve those purposes.

b) Creation: Job descriptions for each staff position shall be written and shall provide the following: A general statement of purpose for the position, supervising relationship, and a list of general responsibilities that are to be performed.

c) Authority: The job description of each staff member must be approved by the General Assembly. Copies of the approved job descriptions shall be maintained on file by the Executive Director. Each employee shall be given a copy of the job description relating to his or her position.

d) Review: Job descriptions shall be reviewed at least once a year. Review will take place within the respective committees for approval by the General Assembly. As job functions change and/or supervisory relationships change, a new job description may be required.

3.50 Hiring Schedule: Staff members will be hired on a staggered basis as follows:

Even Years (May 2002)	Odd Years (May 2003)
Academic Affairs Director	Legislative Affairs Director
LGBTQ Issues Director	Shared Governance Director
Multicultural Issues Director	Women’s Issues Director
Executive Director	Organization/Communications Director

3.60 Hiring Process

a) Purpose: The search and screen committee will be formed to carry out the initial vetting of the candidate pool and the interviewing of candidates for staff positions, and to make a recommendation for hiring specific individuals to the President.

b) Authority: The authority of the search and screen committee is that of a recommending nature only.

c) Employment Application: Upon the President's election into office, the Executive Director shall make applications available for all open positions. Applications shall request the applicant's basic information including name, address, phone, position applying for, employment history, and references. After a minimum of three weeks, the applications process will be closed.

d) Initial Screening: Upon completion of the Employment Application Process, the Search and Screen Committee will convene to check references and narrow the applicant pool. Continuing applicants will be notified once the committee has made their selections.

e) Interviews: At least one interview with the prospective employee shall precede actual employment. Interviews shall be scheduled to prevent discrimination and to promote the hiring of traditionally under-represented or disadvantaged groups.

f) Candidate Recommendations: After the interview process has been completed, the Search and Screen Committee will determine primary and alternate suggestions for each open position to the President.

g) Final Recommendations: The final candidates forwarded to the General Assembly will be chosen by the President.

h) Confirmation of Candidates: The President must prepare a report to be distributed to all member campuses through the June Update packet, including who was recommended by the Search and Screen committee, who was chosen by the President and why. Those forwarded by the President will be approved or failed by the General Assembly. If a candidate fails to be confirmed by the General Assembly, a special Search and Screen must be called as pursuant to 3.70(g).

3.70 Search and Screen

a) Composition: The Search and Screen committee shall consist of twelve students, all of whom are voting members, and the incoming and outgoing President(s), who will preside over the meeting, but do not have a vote on the committee. The committee will be apportioned as follows:

4 students from 4 year campuses

4 students from 2 year campuses

2 students elected at-large from GA floor

3 student representatives from the Issues Committee (1 from each)

No more than one student may be elected from each campus and no more than two students from each campus may serve on the Search and Screen committee.

Of the Issues Committee student representatives, one will be selected by the Multicultural Issues Committee, one will be selected by the Women's Issues Committee, and one will be selected by the LGBTQ Issues Committee. The representatives from the Issues Committees must have attended the committee at

least one other time that year. The remaining nine students will be elected by the General Assembly

b) Application to serve on the Search and Screen: Students interested in being elected to the Search and Screen committee, outside of the Issues Committee representatives, must submit a statement of interest including their name, school and reasons for wanting to sit on the committee, as well as past experiences no later than 15 days prior to the April General Assembly. It will be the responsibility of the Executive Director to advertise these openings at the General Assembly prior to the April General Assembly and to compile the submissions for the April Update packet. Additional applicants may be accepted by a 2/3 majority approval of the General Assembly on the day of selection.

c) Selection of students: Students will be elected from the General Assembly floor in three rounds. All member campuses will vote in each round. Voting will be by roll call with each campus announcing its votes, and the three highest vote getters in each round will serve on the search and screen.

Round 1 (Four-year students): All four-year applicants will be voted on. The four highest vote getters will serve on the Search and Screen.

Round 2 (Two-year students): All two-year applicants will be voted on. The four highest vote getters will serve on the Search and Screen.

Round 3 (At-large students): All applicants not previously selected will be voted on. The two highest vote getters will serve on the Search and Screen.

d) Alternates: If any elected committee member is not able to fulfill their duties, an alternate may be seated on the committee before interviews have begun. Alternates should be the next highest vote getter from the same round, who is not already serving on the committee. Alternate for the Issues Committees should be selected with their original representative.

e) Quorum at Search and Screen is set at fifty percent plus one (Majority) of voting members.

f) Search and Screen Attendance: Student representatives must be present at all interviews. In the event a student should miss an interview, they forfeit all voting rights for the staff positions the candidate(s) applied for. Students who have loss of voting privileges are still encouraged to give input.

g) Special Search and Screens: Quorum is set at 35% for all search and screens other than the summer annual. Special Search and Screens will be called when mid-term vacancies occur and/or candidates are not approved by the General Assembly.

4.00 Employment

4.10 Term of office: Staff members will serve two-year terms beginning July 1 and ending June 30. Staff members may re-apply.

4.20 Employment: Before beginning employment, the prospective employee shall receive the following: an explanation of the United Council governing documents, structure, goals and objectives; and an explanation of what is expected of staff in terms of work hours, attendance at conferences, General Assembly meetings, etc.

4.30 Creation of staff positions: Authority to establish necessary staff positions relevant to the execution of the goals of United Council shall reside with the General Assembly.

4.40 Job descriptions:

a. Creation: Job descriptions for each staff position shall be written and shall provide the following: A general statement of purpose for the position, supervising relationship, and a list of general responsibilities that are to be performed.

b. Authority: The job description of each staff member must be approved by the General Assembly. Copies of the approved job descriptions shall be maintained on file by the Executive Director. Each employee shall be given a copy of the job description relating to his or her position.

c. Review: Job descriptions shall be reviewed at least once a year. Review will take place within the respective committees for approval by the General Assembly. As job functions change and/or supervisory relationships change, a new job description may be required.

4.50 Employees' personnel files:

a. Establishment: A personnel file for each employee shall be maintained. The file shall include at least the following materials: initial employment application; resumes/references; record of job description changes; and special citations, of positive or negative nature, to the employee's work such as evaluations and assessments of potential.

b. Confidentiality of files: The personnel file is confidential. Access to the file shall be limited. The employee is responsible for its completeness and accuracy. A personnel review may be made upon termination of employment, at which time the employee may indicate what information, if any, may be divulged to prospective employers or others. The exceptions to privileged information are employment dates, salary information, position description, and termination information.

c. The President and Executive Director shall be responsible for the maintenance of the personnel file.

5.00 Zero Tolerance of Discrimination, Harassment, and Criminal Acts

5.10 General Philosophy: United Council will not tolerate acts of discrimination, or harassment based on race, ethnicity, creed, gender, gender identity, sexual orientation, gender expression, gender characteristics, religious belief or lack thereof, veteran status, marital/familial/parental status, age, physical appearance, disability, political affiliation, national origin, income level or source, residency status, or geographic disadvantage. Discrimination can be defined as verbal, emotional, physical, sexual, and/or psychological abuse. Violation of this policy could supercede the normal termination process, resulting in immediate termination.

5.20 Harassment: Harassment is a form of discrimination that includes verbal, physical, or visual behavior that is meant to demean another person based on those listed in the acts or discrimination.

5.30 Sexual Harassment: Sexual Harassment is a form of gender discrimination; two types of sexual harassment have been defined by the courts. They are as follows: Quid Pro Quo and Hostile Work Environment.

a) Quid Pro Quo: Employment, advancement, or benefits are dependent upon the employee's submission to unwelcome sexual advances or behavior, including demands for sexual favors, unwanted touching, leering, and sexually suggestive gestures.

b) Hostile Work Environment: Any actions or things displayed in the work environment that have sex, gender, or sexual orientation as its content and unreasonably interferes with job performance or creates an intimidating, hostile or offensive work environment.

5.40 Criminal Acts: Any criminal acts committed by a member of staff to another member of staff will not be tolerated.

5.50 Reporting: If an employee feels that their grievance falls under the zero tolerance policy, it must be stated when they file a grievance.

6.00 Work Hours

6.10 Normal work hours: Full-time staff members are expected to work, on average, a minimum of 40 hours per week. The hours of support staff will be determined by the President in consultation with the General Assembly. The office will remain open from 9 a.m. to 5 p.m. on all working days (Monday through Friday, except state holidays).

6.20 Conferences: Staff members are expected to attend conferences and General Assembly meetings. It is clearly understood that a staff member will only miss these meetings under emergency or extremely important circumstances, in which case written notice will be given to the President or, in his or her absence, the Executive Director.

7.00 Time Off From Work

7.10 General Philosophy: The concept underlying time off, including personal, vacation and sick leave, is that an employee is not penalized for illness, injury, religion observances or other circumstances. In order to complete the goals of the organization, the staff of United Council is expected to work long hours, weekends and travel. To this end, United Council has adopted a flexible time-off policy under the discretion of the President to provide staff with adequate personal time while still meeting the needs of the organization.

7.20 Holidays: The United Council office will be closed for the following holidays: New Year's Day, Dr. Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, and Thanksgiving Day. When holidays fall on a Saturday or Sunday, the holiday may be observed on the preceding Friday or the following Monday, at the discretion of the President.

7.30 Winter Break: The United Council Office will be closed for Winter Break from December 23 through January 2 each year. The United Council President shall inform the membership of the schedule of Winter Break hours at the last General Assembly of the calendar year.

7.40 Safety: In the event of any unsafe conditions in or around the office, the office shall be closed immediately at the President's discretion. Staff members shall be paid their regular salary.

7.50 Attendance at conferences related to the goals of United Council: Attendance at conferences or meetings not hosted by United Council but approved by the General Assembly or President, or which relate to the goals and objectives of United Council, shall be considered work hours. Staff members shall be paid for that time.

7.60 Emergency leave: In the event of a death or illness in the employee's family said employee is allowed leave with pay, not to exceed three days. At the discretion of the President, leave may be granted for the death or illness of a close friend or other important persons.

7.70 Leave of absence: In emergency situations, a short leave of absence may be granted. All leaves must be approved by the President and Executive Director. It is clearly understood that United Council cannot afford for employees to leave the office for extended periods of time. Said leave will be granted only in extreme emergencies, and the employee shall forfeit his or her pay for that time.

7.80 Time off: Each year, the staff shall also be granted a bank of vacation, sick and personal time that may be used for any purpose. All time off is subject to the approval of

the President. The time off bank shall consist of 35 days and be reviewed yearly at the June General Assembly. Staff may carry over 5 unused time-off days at the end of each year. (*See internal document Time-Off Formula*)

7.90 Loss of Time Off: When employment is terminated prior to the end of an employee's term, said employee will lose unused vacation days and personal holidays at the termination of employment. Additionally, United Council does not compensate employees for unused time off at the end of employment.

8.00 Health Care

8.10 General philosophy: It is the philosophy of United Council that full-time employees should receive full health care benefits in addition to an annual salary. It is also the intention of the organization that health care benefits are provided to support staff if such a scenario is financially feasible.

8.20 Choice of health care plans: The authority to choose a health care provider for United Council staff lies with the President and Executive Director, with approval of the General Assembly. Contracts should be renewed annually, and at that time competing plans should be examined so the best and most cost-efficient coverage can be provided. United Council will pay 100 percent of employee premiums.

8.30 Medical Reimbursements: United Council will pay deductibles, co-payments and miscellaneous health expenses (including optical) up to \$500 per employee per fiscal year.

9.00 Student Loan Reimbursement

9.10 General philosophy: It is the philosophy of United Council that for full-time employees who are paying back student loans, United Council will subsidize up to \$200 in loan debt, per employee per month.

9.20 Reimbursement procedures: Full-time employees will receive reimbursement through the following steps

- a) Upon accepting a job offer with United Council, an employee may apply for assistance in paying college loans
- b) Upon confirmation of the existence, amount, and terms of student loans, United Council will contact the loaning agency to set up monthly payments directly to the loaning company in the amount specified by the employee to not exceed \$200.00 minus applicable taxes
- c) Should direct payment to the company not be possible, United Council will pay employees directly and request confirmation that the amount went towards loan payment

10.00 Reimbursable Expenses

10.10 Authority: The policies and procedures regarding reimbursable expenses apply to all staff persons on official United Council business.

10.20 General philosophy: Staff members and other individuals traveling on official United Council business should not be financially penalized by covering their own expenses for travel in the performance of their duties. Further, United Council will not reimburse for the purchase of alcohol.

10.30 Reimbursement procedures:

- a. No staff member or individual will be reimbursed for travel expenses incurred in the performance of duty unless the travel has been approved by the President or General Assembly.
- b. Receipts and/or voucher forms must be submitted by the person requesting reimbursement within three working days.
- c. Staff members shall be reimbursed within five working days of the date of the reimbursement request.

11.00 Honors

11.10 General philosophy: Honors received by a staff member as a result of United Council-related activities shall remain the property of the staff member. All travel expenses to the event will be the responsibility of the staff member up to the limit of the honoraries. The President or General Assembly must approve participation if the travel expenses exceed the honoraries.

12.00 Staff Orientation, Training & Development

12.10 General philosophy: It is the policy of United Council to provide for the initial and ongoing training of staff, as resources permit.

12.20 Orientation: During an orientation period, the employee will be given:

- a. An explanation of the United Council staff positions and how they are related to each other;
- b. An explanation of office conditions (phone policy, copying privileges, etc.);
- c. Copies of all governing documents, including these Personnel Policies and Procedures.

12.30 Procedure for requesting training needs:

- a. Employees desiring to attend some type of program to meet their needs should make the request to the President or General Assembly;
- b. Any employee attending a training program utilizing United Council funds must submit receipts; and
- c. Any employee attending a training program through the use of United Council time and funds shall submit a written report and evaluation of the program to the President, who may forward it to the General Assembly.

13.00 Absenteeism & Tardiness

13.10 General philosophy: Any staff member tardy for appointed office hours and functions three different times, extreme situations excepted, will receive a written warning. If the staff member is tardy two more times, it is cause for dismissal. Any staff member absent without notice two times will receive a written warning. If the staff member is absent two more times without cause, it is cause for dismissal.

13.20 Exceptions: The staff member must notify the President or Executive Director if he or she will not be serving scheduled office hours in the office.

14.00 Grievance Procedure

14.10 General philosophy: It is the philosophy of the organization that all employees and members of the organization shall deal with each other on equal terms. It is the hope of the organization that staff members can work in an environment free from undue pressure and harassment. It is the responsibility of all members of the staff and the organization to strive toward this goal. In the event that problems should arise between employees, who may include the President, employees will have a process to ensure that their concerns and complaints are heard. These complaints may result in official warnings or termination.

14.20 Grievance Policy: The following actions would constitute a grievance:

- a) Verbal or physical harassment of any nature;
- b) Discriminatory remarks or practices of any nature;
- c) Criminal acts against members of staff; or
- d) Any other behavior pattern which prevents a staff member from performing his or her duties in the most effective manner possible

14.30 Grievance Process: It is the aggrieved staff member, director or officer's responsibility to attempt to resolve the grievance by communicating, orally and in writing, the specifics of the grievance to the President, who will serve as the Grievance Director. If the individual feels he or she will be unable to communicate effectively with the President, the individual may take recourse to the Executive Director. If the grievance involves both the President and the Executive Director, the recourse may be taken to the Shared Governance Director. No additional compensation shall be paid to the Grievance Director for acting in those capacities. However, reasonable expenses for travel shall be paid to those individuals.

The Grievance Director shall, within five days of receiving the recourse report, conduct a thorough investigation of the grievance, including interviews with the Complainant and the Subject of the grievance. Additionally the Grievance Director may consult with whomever the Grievance Director deems relevant to the grievance.

Within ten days of the receipt of the grievance, the Grievance Director must write a report to the grieving staff member, director or officer, stating the results of the Grievance Director's investigation and recommended decision. If the Grievance Director has been able to resolve the grievance through these procedures, the report should so state, describing in full the resolution which was achieved. The Grievance Director's written response to the grievance is to be confidentially presented to the grieving staff member, director or officer. The grievance report shall include the Grievance Director's opinion as to the validity of the grievance and the Grievance Director's proposed resolutions. If the grievance is deemed valid, it will serve as a written or subsequent warning in the four-step termination policy listed in (insert number here) for the subject of the grievance.

14.40 Alternative Grievance Process: If the grieving party is dissatisfied with the written report issued by the Grievance Director, the grieving party may contest it by calling a meeting of the staff of United Council of UW Students. At this meeting, the validity of the grievance and the Grievance Director's proposed resolutions must be discussed. If the grievance is not adequately resolved, the issue may be brought to a combined meeting of the Executive and President's committee for action.

13.50 Confidentiality Clause: All proceedings in the grievance procedure shall be considered confidential and shall be so protected by all participants.

15.00 Resignation

15.10 General philosophy: Each employee is expected to serve the entire two-year term for which he or she is hired.

15.20 Announcement of resignation: Since the work of United Council is completed by few persons, and since an employee's unexpected resignation could result in the unsuccessful outcome of projects, the employee must inform the General Assembly of his or her intent to resign in writing, 30 days prior to leaving his or her position. Under

extreme or unusual circumstances, the President may allow an employee to leave without the required 30-day notice.

15.30 Resignation of the President: The President is expected to serve the entire year term and will provide the General Assembly with his or her intent to resign at least 45 days prior to leaving his or her position.

16.00 Termination of an Employee Due To Financial Situation

16.10 General philosophy: Since the financial security of United Council is determined by the passage of campus referenda held biennially, the time could arise when United Council faces a financial crisis due to the defeat of a significant number of referenda. Other factors could also arise, necessitating the termination of one or more employees, due to financial constraints and not due to the employee's performance. The President shall meet with staff to discuss alternatives to termination.

16.20 Process: In the event that staff termination becomes a means to allay a financial crisis, the following procedure must be adhered to:

- a) All recommendations for employee termination due to financial crisis must come from the General Assembly or President;
- b) It will be the responsibility of any General Assembly member wishing to make such a recommendation to notify the President, the Executive Director, and the United Council staff of this recommendation at least 10 days prior to taking action;
- c) If the President wishes to make such a recommendation, he or she is responsible for notifying the General Assembly and staff in writing at least 10 days prior to taking action;
- d) The matter will be discussed at the next regularly scheduled General Assembly meeting, and all members will be notified that this topic will be an agenda item. If a General Assembly meeting has not been scheduled, it will be the responsibility of the President to call a meeting, providing each member with at least 10 days notice. It is the President's responsibility to inform General Assembly and staff members of the topic on the agenda, as well as the time, place and date of the meeting;
- e) The President will be granted sufficient time to discuss this matter with the General Assembly during the meeting. The President will be permitted to suggest options to the General Assembly to prevent the termination of a staff member. A representative elected by the staff shall officiate all discussions;
- f) The affected employee(s) will be notified 10 days prior to the meeting that their future employment with the organization will be discussed at the General

Assembly meeting. The affected employee(s) will be permitted to express their points of view and suggestions to the General Assembly on the agenda item;

g) The ultimate decision on termination will rest with the General Assembly and the President.

h) Should the General Assembly vote to terminate the employee(s) for financial reasons, the employee(s) will be notified in writing 30 days before termination. It will be clearly stated in the employee's file that the reason for termination was not due to work performance.

17.00 Termination of an Employee Due To Program Change

17.10 General philosophy: Since United Council is an ever-changing and growing organization, the possibility exists of a significant program change which affects the staff. Program changes needed for the continued effectiveness of the organization hopefully will not encroach upon the other activities of the organization where the central office is concerned.

17.20 Process: Should a significant program change take place which affects the current staff or United Council's central office, the following procedures should be followed:

a) All recommendations for program change from the General Assembly will be forwarded to the staff for consideration.

b) The General Assembly and the staff will discuss the proposed change and examine its impact on the staff members and central office. The General Assembly shall appoint delegates to a personnel committee with representatives of at least a majority of member schools. The personnel committee will be responsible for drawing up any new job descriptions which may be necessary. At that time, a decision will also be made concerning the termination of existing position(s).

c) Any employee(s) affected by program changes and staff changes will be notified that his or her job is being altered or terminated 30 days before such changes would take place.

d) The employee(s) will have an opportunity to transfer into the new position if he or she qualifies for the job. Such determination will be made by the General Assembly.

18.00 Dismissal With Cause

18.10 General philosophy: All members of the United Council staff are expected to carry out the duties and responsibilities assigned to them by the General Assembly and President and their job descriptions. In the event that these responsibilities are not carried out, the organization may have no choice but to terminate the employee. It is the policy of

United Council to meet and discuss such problems with the individual before such a drastic action is taken.

18.20 Conditions for dismissal:

- a) Unsatisfactory work performance or unprofessional conduct
- b) Repeated and unexcused absences or tardiness
- c) Refusal to carry out the directives of the General Assembly or President
- d) Inability or unwillingness to work cooperatively with other employees
- e) Unwillingness to observe reasonable direction from supervisors
- f) Abuse of sick leave
- g) Violation of Zero Tolerance Policy (Policy 5.00)

18.30 Dismissal procedure: The dismissal procedure shall consist of four steps:

- a) verbal warning;
- b) written warning;
- c) consultation;
- d) dismissal

Depending on the severity of the event, the President may use his or her discretion to skip steps in the process. Steps in this procedure must be documented and filed in the proper personnel file.