



Associated Students Personnel Office
 Western Washington University
 Viking Union 505
 516 High Street
 Bellingham, WA 98225-9106
 (360) 650-6113 AS.Personnel@wwu.edu

9-29-2010

ISSUE: The Personnel Office Assistant Director is resigning on September **30th, 2010**. The Personnel Office would like to appoint the current Personnel Office Assistant to that position and reopen the Personnel Office Assistant position.

REASONING:

1. The Personnel Office Assistant is familiar with the NOVUS system, student employment webpage and basic hiring procedures
2. Has been trained in all aspects of the Personnel Office
3. Will be able to move into the Assistant Director position with ease AND train the incoming Office Assistant
4. Has begun to work on the Recognition program with the aide of the current Assistant Director
5. Has begun to work on the Fall Mid Quarter Training
6. Has begun to work on the Pre Winter Quarter Training
7. Has already made an effort to get to know employees throughout different departments of the Associated Students

CURRENT EMPLOYMENT POLICY:

6.04 Alternate Selection: If the first-choice candidate does accept the position but resigns any time before the end of the first quarter of employment, the student director or staff manager of the department, in consultation with the AS Personnel Director, may offer the position to the alternate.

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

- a. Fall and summer quarter: If the vacancy occurs during fall or summer quarter, the director or supervisor, in consultation with the AS Personnel Director, will have the option of hiring the alternate (if one was selected) or completing the hourly or salaried hiring process.
- d. All exceptions to these procedures must be approved by the AS Personnel Committee

EMPLOYMENT POLICY UPDATE:

6.06 Vacancy Policy:

- e. In the case where an alternate was not selected or where another student in the organization could fulfill those job duties, the Staff Manager or Department Supervisor can make a recommendation of appointment to the AS Personnel Director and the AS Personnel Director can appointment a position change within an office or department.

f. In the case that this change is occurring in the Personnel Office, the AS Board of Directors shall hear the case and make or dismiss the appointment. If the appointment is dismissed, the position will open and follow the current hiring procedure.