

AS Board,

I am issuing a statement of need to fill a vacant work study position in Environmental and Sustainability Programs. Last year ESP employed two work study positions, and this year ESP was offered to hire three work studies. We re-hired a previous work study and offered another award to a new student, but she chose to take a position in the Legal Information Center instead. We advertised the unfilled work study position all fall quarter hoping more qualified applicants would be interested, but no one came forward.

ESP has suffered as a result of this. Currently, ESP is struggling with a lack of internal communication that has resulted in our efforts largely going unnoticed in large populations on campus as well as the community at large. I have identified various needs that each office within the ESP has identified.

Environmental Center - Although the Environmental Center has been largely successful this year, its efforts have gone somewhat unnoticed on campus this year due to a lack of external communication. The other work study position was going to be a communications coordinator, someone to network with the campus and community to raise awareness. Some tasks we set aside for this position were sending out a weekly Environmental Center Bulletin (a task that last year encompassed an entire work study position), as well as a community contact person to work with organizations in the region. Both of these responsibilities have fallen on the Environmental Center Coordinator, which resulted in Hilary McGowan (EC Coordinator) going way over hours fall quarter. She has expressed a desire to hire this position to help delegate these responsibilities.

Outback - Several staff members have complained of a lack of communication between offices, despite regular meeting between me and coordinators. In particular, Roby Ventres-Pake (Outback OELP Coordinator) identified the need for a liaison between the Outback and the ESP due to both physical distance and program structure. He feels that this work study position would help synthesize the efforts between the farm and the VU building.

Alternative Transportation - The Alternative Transportation Fee is up for renewal this spring, and our office is responding by launching a transportation education campaign now through spring quarter. Our efforts are being unveiled with Transportation Week at the end of February, and our continuing efforts will put strain on our current staff. David Burgesser, Alternative Transportation Coordinator, has asked for additional staff time in reaching out to the campus community.

The Green Energy Fee Program will soon be in need of extra staff hours soon as we near completion on the grant application system. To adequately serve the program, the grant applications will need to be aggressively marketed to the student body, and Sarah Philips (GEF Education Coordinator) is worried that she won't be able to tackle this alone. She has expressed a need to additional staff help, something we feel can be well served by this work study position.

To summarize, we hope to hire a Communications Coordinator for Environmental and Sustainability Programs because we have received a qualified work study who has already expressed a willingness to address the issues outlined above. Due to our standing vacancy, and in light of previous work study allocations, we feel that hiring this work study will greatly benefit this department and strengthen the quality of programs and services we provide to the student body.

Thank you,

Jason Austin

Environmental and Sustainability Programs Associate Director

The Associated Students hiring procedure, at times, can be untimely in fulfilling our organization's staffing needs and too time consuming of current employees. It takes two weeks to open a position and if we don't get three applicants, I'll have to open it again for another week. Search committees realistically take 1-2 weeks to select a candidate, which means that before we even start training new hires, we can expect a 4-5 week selection process.

Right now I know of four students with unused work-study awards who want to work for the Associated Students. Luckily, there are four AS offices/departments that want to hire these specific people. These areas immediately seeking employees are:

- AS Environmental & Sustainability Programs
- AS Ethnic Student Center
- AS Publicity Center
- AS Veterans Outreach Center

Across campus, available work-study students are scarce, so if I were to follow the standard hiring procedure outlined in the AS Employment Policy, I likely wouldn't get three applicants for each position and have to re-open the position, so it'd probably take 4-5 weeks just to start doing employment paperwork. In the meantime, other departments on campus have shorter hiring processes, so these students, whose work-study awards are use-or-lose, may find jobs elsewhere and not work for the AS because we took too long.

I ask the Board to allow me to get students employed faster. In my understanding, previous versions of the Employment Policy allowed for such expediency. Students with work-study awards would approach the AS and if individual offices, in conjunction with the Personnel Office, deemed them an appropriate fit, they were hired. I do not think this would be an appropriate year-round policy, but for winter and spring quarters, unanticipated circumstances should warrant the AS adopting more functional hiring practices. As such, I ask the Board to exercise its authority stated in Section 9.02 of the Employment Policy to waive Section 6.01 for:

**Proposed Motion:**

Waive Section 6.01 of the AS Employment Policy for winter and spring quarters 2012 to allow \_\_\_\_\_, in conjunction with the potential supervisor, to hire work-study eligible students for already approved work-study positions.

**Possible Options**

- A. The Personnel Director
- B. The Personnel Director in agreement with VP for Business & Operations
- C. The Personnel Committee

**9.02 Waivers & Revisions**

Any waivers of, or revisions to, the Employment Policy are subject to action by the AS Board of Directors, unless otherwise noted herein or superseded by law.

## 6.01 Employee Hiring Procedure

- i] AS supervisors or directors shall notify the AS Personnel Director of the position opening and fill out a "Request for Open Position Form" (exemption permitted during spring hiring]. The AS Personnel Director, upon notification of position vacancies, shall advertise the open position for a minimum of two weeks. A notice shall be sent to the Student Employment Center and the AS Review.
- ii] Should a minimum of three (3] applications not be available by the application deadline, the AS Personnel Director shall reopen acceptance of applications for a period of one (1] week.
- iii] If at the end of the extension a minimum of two (2] applications has not been received, the position may be reopened at the discretion of the AS Personnel Director.
- iv] The AS Personnel Director, in consultation with the Search Committee Chair, will ensure that all appropriate materials (i.e. job descriptions, applications, hiring guidelines, etc.] are available to potential applicants.
- v] Applicants should intend to meet the qualifications of the position at the time of employment including grade point requirements and 'term of position' requirements. If students cannot meet the term of position requirement, they are not eligible to be interviewed.
- vi] A 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 approved by the Personnel Committee. If applicable, the full-time program supervisor should serve as a voting member of the Search Committee. Any AS Employee may not be a voting member of a committee for their current position.
- vii] A staff advisor (non-voting member] shall serve on the committee and meet with the committee members as a resource person and advise employees of the Employment Policy and Equal Opportunity Guidelines. Another individual may act as an additional non-voting resource if their experience and or knowledge is beneficial. Total membership of the committee should not exceed five (5] members. It is a requirement of all committee members to go through Equal Opportunity training prior to serving on the committee.
- viii] In a situation where a revision to a Search Committee is needed before the Personnel Committee approval can be given 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.
- ix] The Search Committee Chair shall be responsible for organizing a meeting with the committee (including the advisor] to review the materials, noting the hiring criteria, and review the interview questions. All committee members must participate in these processes. All interview questions and screening processes must be approved by the AS Personnel Office before the committee may conduct interviews.
- x] 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.
- xi] After the position closes, the AS Personnel Office will forward the application packet to the committee chair, 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 listed criteria, 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. Applications of those not interviewed 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.
- xii] It is the responsibility of the Search Committee Chair to enter dispositions of students that are not offered 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.
  - xiii] The 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.
  - xiv] Interviews should be completed no later than twenty (20) working days after the application deadline. Upon the request of the committee chair, an extension may be granted by the AS Personnel Director.
  - 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.
  - xvi] The chair of the committee will notify the AS Personnel Director (in writing) of the candidate recommended. During Spring Hiring, The Personnel Office will notify the finalists and offer the position as appropriate. Throughout the rest of the year, the committee chair will make the appropriate notification calls. The applicant will have 48 hours to respond, by reporting to the AS Personnel Office to sign the acceptance letter. During Spring Hiring, employment paperwork will be completed at the Mandatory Staff Development event: New Hire Night.
  - xvii] All applications, questions and criteria, notes and any other material used in the hiring process must be returned to the AS Personnel Office. If the committee is unable to make a decision, the hiring process will begin again as outlined in 6.03 with a reconstituted committee.
  - xviii] All applications shall be retained on file by the AS Personnel Director 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.)
  - xix] The AS Personnel Director shall present the new employee's name to the AS Personnel Committee for ratification. The AS Personnel Committee may request the appearance of new employees if deemed necessary.
  - xx] The new employee will be expected to complete a fifteen (15) hour internship and orientation during spring quarter with the current position holder.
  - xxi] All employees hired during the spring (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.