Proposed Edits to AS Personnel Policy
For Personnel Committee 2/6/19 Meeting

#1 – Edit the term of position default to allow for position holders to continue in their position for a max of two academic years without having to reapply annually.

#2 – Updated descriptions of AS position classification titles and descriptions. Removing Associate Director and Assistant Coordinator and creating a new Program Assistant level.

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)   Students selected for AS employment will be able to hold their position for a maximum of two academic years without the need to reapply for the position annually, unless an alternate arrangement is authorized and reflected in the Term of Position section of the job description or an exception is approved by the Personnel Committee and AS Board of Directors.

iii)   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

4.03   Employment Position Classifications

To maintain consistency between AS positions and university guidelines, classification will not conflict with the guidelines established by the Student Employment Center.

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) <u>Coordinators</u>

Coordinators provide programming and services for the AS as a whole or for a specific office/department. Coordinatorsplan 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) <u>Program Assistant</u>

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 wage 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 experience is not normally required.