

ASSOCIATED STUDENTS OF THE UNIVERSITY OF WASHINGTON PERSONNEL POLICY

Land Acknowledgement

The Associated Students of the University of Washington acknowledges the stewards of Coast Salish lands, the lands on which we currently sit, and the UW occupiers. We acknowledge the original and current caretakers; Duwamish, Suquamish, Tulalip, and Muckleshoot nations and peoples.

Diversity, Equity, Inclusion, and Belonging Statement

The Associated Students of the University of Washington is dedicated to upholding the values of Diversity, Equity, Inclusion, and Belonging. We recognize that diversity includes a wide range of identities and protected classes. We are committed to fostering an environment where all individuals feel valued, respected, and included to contribute and implement their unique perspectives and talents. We strive to dismantle barriers, address systemic inequities, and promote a safe and inclusive environment that embraces and celebrates all students.

SECTION 1 | Purpose & Scope

1. The ASUW Personnel Policy serves as the official bylaws governing all personnel and volunteer-related matters within the Association, including the Personnel Committee.
2. The purpose of the ASUW Personnel Policy is to provide employees and volunteers with a consistent set of guidelines, policies, protocols, and overarching principles for personnel-related activity directly conducted or otherwise authorized by the Associated Students of the University of Washington and their appointed agents
3. The ASUW Personnel Policy is the official bylaws of the Personnel Director and the Personnel Committee.
4. The purpose of the ASUW Personnel Policy is to provide all employees with a consistent set of guidelines, policies, protocols, and overarching principles to govern all personnel and human resources related activity directly conducted or otherwise authorized by the Associated Students of the University of Washington and their appointed agents.
 - a. In any situation of conflict between the ASUW Personnel Policy and other policies regarding ASUW personnel and human resources related activity, which are not already outlined in the ASUW Bylaws or the ASUW Constitution, the ASUW Personnel Policy supersedes the authority of those documents, regardless of the method by which they are approved.
 - b. In any situation where the ASUW Personnel Policy conflicts with other policies related to ASUW personnel or human resources activity not already addressed in the ASUW Bylaws or Constitution, the ASUW Personnel Policy shall take precedence, regardless of how the conflicting policy was approved.

5. These guidelines, policies, protocols, and overarching principles governing all human resources and personnel activity by the ASUW shall abide by University, State, and Federal Policies.
6. These guidelines, policies, protocols, and overarching principles governing all human resources and personnel activities of the ASUW shall comply with University, State, and Federal policies and laws.
 - a. The ASUW Personnel Policy may be amended at the discretion of the Personnel Director to ensure compliance with applicable laws and regulations.
 - b. The ASUW Personnel Policy may be amended at the discretion of the Personnel Director to ensure compliance with applicable laws and regulations or to correct grammatical or formatting issues. Any such amendments must be announced to both the Board of Directors and the Personnel Committee.

SECTION 2 | Definitions

1. **Personnel Director:** A hired, ex-officio member of the Board of Directors that serves as the Chief of Human Resources for the association. The Personnel Director oversees all ASUW personnel and human resources activity, as stated in the ASUW Constitution Bylaws.
2. **Board of Directors:** The official executive decision-making body of the ASUW consisting of the President, Vice President, six at-large, elected officers, the Finance and Budget Director, the Personnel Director, the Communications Director, one Senate representative, and one GPSS representative.
3. **Executive Committee:** The President, Vice President, Finance and Budget Director, Personnel Director, and the Communications Director who comprise the primary operational and personnel working group of the ASUW.
4. **Board of Directors Member:** Any individual of the above Board of Directors as outlined in the ASUW Constitution and Bylaws.
5. **Board Liaison:** As outlined in Article I, Section I of the Board of Directors Bylaws, a member of the Board of Directors who acts as the communication link between an entity and the Board of Directors by serving as a resource to an entity, providing clear expectations and evaluations of the employees of that entity, and ensures that the entity is working towards association wide goals and initiatives.
6. **Employee:** Any individual who is working for the Association under a contract, job description, and receiving pay for services rendered.
7. **Volunteer:** Any individual who donates their time to an ASUW Commission, Entity, Program, Enterprise, Committee, or other officially recognized volunteer opportunity within the ASUW. Volunteers do not receive financial compensation and must complete the ASUW's registration and onboarding process as outlined by the Personnel Director. Any person who donates their time to an ASUW Commission, Entity, Program, Enterprise, Committee or other volunteer opportunity within the ASUW. and is acting in accordance

with the ASUW Volunteer Policy. Volunteers will be selected by the complete the openselection application process and generally will attend an orientation session with the Personnel Director.

8. Student Activities Office (SAO): The office which serves as the institutional oversight and primary fiduciary agent of the ASUW Board of Directors and the ASUW Entities.
9. Entity Director: The leading employee of an entity that provides a vision for the organization and outlines the metrics for the entity's success.
10. Supervisor: An employee's direct superior, as outlined in their ASUW job description.
11. Job Application: Documents (cover letter, resume, and additional documents) submitted through Handshake, or any other method outlined by the Personnel Director, that are required to be considered for a hired ASUW position.
12. Job Description: The official document reviewed annually and approved by the Personnel Committee summarizing an employee's title, allotted weekly hours and salary, supervisor, job overview and expectations and job responsibilities.
13. Interview Questions: A confidential document reviewed and approved by each Personnel Committee hiring committee containing the list of questions to be asked of a candidate during a hiring interview.
14. Complaint: Any issue expressed in writing, recorded by the Personnel Director, regarding an ASUW employee and their actions hindering the productivity of a work environment, the goals of the entity, or association initiatives.
15. Memorandum of Warning: A letter formally addressed to an ASUW employee, outlining complaints addressed to them and specific directives to improve upon these points. Any failure to meet these directives will result in disciplinary action.
16. Pre-hire: A meeting of a Personnel hiring committee to review the qualifications of candidates and their applications.
17. Personnel Change Request: An entity or employee's request to the Association including but not limited to job title changes, salary, hours, and job responsibilities changes.
18. Confidential: Information that is sensitive and kept private from all but those who are privy to it. Who is privy to confidential information varies by context. Confidentiality is defined specifically in this policy as it relates to the hiring process, the complaints process, and employee evaluations. All information deemed confidential will be made available to the relevant authorities if needed to comply with the law, such as mandatory reporting requirements for UW employees.

SECTION 3 | Amendments and Review

1. Amendments
 - a. The Personnel Committee may make recommended additions, deletions, modifications, or any other changes to the ASUW Personnel Policy by a two-thirds vote of the voting membership.

- i. After being reviewed by the ASUW Personnel Committee, these amendments shall be reported to the Board of Directors at their next regular meeting. During this meeting the Personnel Committee's proposed changes can be repealed, amended, or postponed.
 - ii. The amendments to the ASUW Personnel Policy become final and official if the Board of Directors takes no action during the meeting where they are informed of the Personnel Committee changes.
 - iii. All parties directly impacted by the amendments to this section must be alerted within one week of the changes going into effect.
 - b. If the incoming Personnel Committee is not assembled, the Board of Directors may choose to independently approve changes to the personnel policy with a two-thirds majority vote.
 - i. The Personnel Committee shall review any changes by the Board of Directors once the incoming committee is assembled and follow the standard committee process for approval.
2. Review
 - a. The Personnel Director shall ensure that the ASUW Personnel Policy is reviewed, updated and amended on a consistent basis, occurring at least once every two academic years.
 - b. Any recommendations from the Personnel Director on additions, deletions or modifications to the ASUW Personnel Policy must be presented to the Personnel Committee and approved through the committee process.
3. Grammatical Changes
 - a. The Personnel Director may make any changes to the grammar or format of the Personnel Policy.
 - b. Grammatical Changes must be announced at the next Personnel Committee meeting and Board of Directors meeting where the Personnel Committee or Board of Directors may veto such changes by a majority vote of the voting membership.
4. The ASUW Personnel Policy may be amended at the discretion of the Personnel Director to ensure compliance with applicable laws and regulations or to correct grammatical or formatting issues. Any such amendments must be announced to both the Board of Directors and the Personnel Committee.

SECTION 4 | Personnel Committee Authority

1. The Personnel Committee is empowered with all jurisdictions granted in the ASUW Constitution and Bylaws.
2. Any change in an ASUW Entity's personnel, altering its operations or objectives as outlined in the ASUW Bylaws and job descriptions, recommended by the Personnel Committee, must first have the approval of a majority of the Personnel Committee.

3. All recommendations or decisions determined by the Personnel Committee will be directly communicated to each ASUW Entity involved, and the Board of Directors, at least 24 hours before the Board of Directors meeting where it will be discussed. All information concerning the possibility of filing a complaint or appeal will be made available to each ASUW employee and constituent.
4. The style and formatting of job descriptions, as well as where to publish job descriptions, and interview questions are at the discretion of the Personnel Committee.
 - a. The Personnel Director will be responsible for ensuring the digital accessibility of the job descriptions (for example: screen reader accessibility, image descriptions, etc.).
 - b. The Personnel Director is responsible for ensuring that all job descriptions are digitally accessible, including compatibility with screen readers, the use of image descriptions, and other accessibility features.

SECTION 5 | General Employment Policies

1. The ASUW shall strive to provide paid employment to currently enrolled UW students on the basis of heightening the University experience to the general student population, and delivering to each ASUW employee a unique learning experience to develop their leadership and professional skills.
2. Applicants for any ASUW job must be in compliance with requirements outlined in the ASUW Bylaws and shall be listed in the job description for every position.
3. Upon being hired by the ASUW, every employee must abide by the following introductory procedures:
 - a. Attend the ASUW Autumn Orientation:
 - i. Autumn Orientation will occur one to two weeks prior to the beginning of Fall Quarter. Employees who do not attend Autumn Orientation must complete a make-up orientation promptly on a timeline set by the Personnel Director.
 1. The Personnel Director has the discretion to defer an employee's start date until they have finished the make-up orientation.
 2. Employees whose job descriptions require summer hours can begin working before attending Autumn Orientation.
 - b. Submit the Employment Contract and employee payroll information to the Personnel Director, unless otherwise excused. This paperwork must be copied and kept on record by the Personnel Director.
 - c. Fulfill any other requirements specified in the interview and application process.
4. An employee's designated supervisor is responsible for monitoring the performance of their reporting employees. Employees hired in the ASUW are required to follow the mission, vision of their specified supervisor and job description, as well as any directives given by the Personnel Director.

5. Each employee is required to attend and participate in mandatory staff meetings, as established by the Personnel Director or Board of Directors, unless excused by the Personnel Director.
 - a. Failure to attend a mandatory meeting without excusal from the Personnel Director (with the exception of disability-related accommodations) will require the employee to meet with the Personnel Director and SAO advisor, at the discretion of the Personnel Director.
 - b. If more than one mandatory meeting is missed without excusal from the Personnel Director, the employee will receive a Memorandum of Warning.
6. Office Hours
 - a. ASUW employees are paid by the UW student population and thus must post and maintain public office hours.
 - b. During office hours, employees must be accessible to the public during the designated time and in the designated place outlined in hours.asuw.org.
 - c. Hours must be held between 8:00 AM and 8:00 PM from Monday to Friday.
 - d. Employees must hold office hours within the ASUW complex.
 - i. Employees must seek approval from the Personnel Director to hold office hours at locations other than the ASUW complex
 - ii. Office hours can be held virtually, but at least two office hours per week must be held in-person, unless granted accommodation by the Personnel Director.
 - e. Office hours for a week must be posted on the ASUW website by 8:00 PM PST on the preceding Friday, or as determined by the Personnel Director.
 - i. Employees who fail to post office hours are subject to disciplinary actions at the discretion of the Personnel Director.
 - f. Designated office hours for a week cannot change unless there is extenuating circumstance and must inform the Personnel Director.
7. Work Hours
 - a. Work hours must be upheld to the level specified in the employee's job description.
 - i. Any time spent fulfilling the duties outlined in an employee's job description, and specific activities that further your entity/commission's mission, which can be confirmed by the Personnel Director and Vice President, classifies as work hours.
 - ii. Work hours may include ASUW-related meetings targeted towards the employee's position, including Board of Directors or committee meetings, conferences, program events, etc.
 - iii. Work hours must be publicly posted on the ASUW website or another mechanism as decided by the Personnel Director
 - iv. An employee must log their work hours by the Sunday of the week in question but are encouraged to log their work hours as promptly as possible.

- b. Any personal emergency or illness must be addressed to the Personnel Director for dismissal from work.
 - c. Employees are allowed to work fewer work hours less on some weeks if they increase work hours in later weeks. While workload may vary from week to week for salaried employees, any ‘flexing’ of hours must align with the expectations outlined in an employee’s job description and the needs of their entity and the ASUW.
 - i. Employees must inform the Personnel Director if they intend to flex work hours.
8. If an employee must leave their position, they shall notify the Personnel Director via a written notice of resignation. It is recommended that this be at least two weeks in advance, unless emergency circumstances prevent this.
9. All employees are required to submit transitional materials to the Personnel Director by a deadline set by the Personnel Director.
10. The Personnel Director is responsible for providing a template for transition materials that must be submitted by the end of Spring Quarter to ensure their successor has a smooth transition.
11. The Personnel Director shall collaborate with the Communications Director to collect important passwords necessary for incoming employees to gain basic access to their work accounts (i.e. email, ASUW-provided computer, OneDrive, ASUW NetID, etc.)
12. Employees are expected to support a smooth transition by meeting with their successor as much as possible and necessary and providing detailed and informative transition materials by a deadline set by the Personnel Director.
13. Any ASUW employee that fails to meet any of the above requirements must be forwarded to the Personnel Director, and will be subject to the Disciplinary Policy outlined in Section 11.
14. Entity Directors have a responsibility to ensure their employees are in compliance with the Personnel Policy, including this section.

SECTION 6 | Recruitment

1. The ASUW Communications Director, in collaboration with the Office of Communications and the Executive Advisory Committee, shall lead a comprehensive and inclusive outreach campaign to promote both paid and volunteer opportunities within the ASUW. These efforts aim to ensure that all UW students are informed about available positions and that the applicant pool reflects the diversity of the campus community. ASUW employees are expected to actively participate in these efforts by promoting openings and recruiting for their respective positions and entities.
2. Support for targeted outreach may be requested from the Communications Director or Executive Advisory Committee.
3. Recruitment efforts shall include, but are not limited to:

4. The ASUW Communications Director alongside the Office of Communications and ASUW employees shall lead a thorough and informative marketing campaign for ASUW employment, making a concerted effort to inform UW students of the paid opportunities with the ASUW. This effort will also be extended to achieve an applicant pool that is representative of the diversity of the campus community. These efforts shall include, but not limited to:
 - a. Printed materials such as Daily advertisements, posters, flyers, and yard signs
 - b. Targeted outreach to UW departments, colleges, majors, and relevant student organizations
 - c. Online promotion through the ASUW website, ASUW social media channels, Handshake, and other digital platforms
 - d. Active engagement with underrepresented and marginalized communities, in partnership with ASUW Commissions, RSOs, and community-based organizations
 - e. Printed advertisements (The Daily advertisements, printed posters, yard signs, flyers, etc.)
 - f. Targeted memorandums to UW departments, colleges, majors and related student organizations
 - g. Online postings through the ASUW website, ASUW affiliated social media pages, Handshake, etc.
 - h. Active recruitment of minority and underrepresented groups, working closely with ASUW commissions, registered student organizations, etc.
5. Any public promotion or publicity for a position should begin at least two weeks before the deadline for applications.
6. The Personnel Director shall collaborate with the Communications Director and the Office of Inclusive Design, and other relevant organizations, to ensure recruitment and hiring practices are accessible.
7. Recruitment processes must be accessible, inclusive, and conducted in a fair and equitable manner.

SECTION 7 | Hiring and Appointment Protocol

1. The ASUW strives to provide a fair and unbiased hiring process, allowing any UW student, who is a member of ASUW, an equal opportunity to receive a position based on the criteria set forth by the hiring committee. Any process conducted in the ASUW hiring procedure will follow this standard.
 - a. Any hiring committees thought to be deviating from this policy will be reported to the Personnel Director, who will notify the Vice President.
 - i. Hiring processes for affected positions will be restarted, at the discretion of the Personnel Director and the Vice President

2. Confidentiality must be maintained throughout the hiring process to ensure fairness and protect the personal information of applicants. All materials and discussions, including applications, interview questions, candidate evaluations, and committee deliberations, are confidential.
 - a. Access to this information is limited to the Personnel Director, hiring committee members, the SAO adviser, and the hiring chair.
 - b. Committee members must not discuss any part of the process outside of official meetings.
 - c. Any ASUW employee or member who violates confidentiality may face disciplinary action at the discretion of the Personnel Director.
3. Application Process
 - a. Applications must be easily accessible to the general public, either through the ASUW website, Handshake, in print, or any other digital medium deemed relevant, and open for a minimum of two weeks prior to the deadline.
 - b. If a position receives fewer than three applicants, it will remain open for at least one additional week with increased publicity, for a minimum total posting period of three weeks. If, after a total of four weeks, there is still only one applicant, the application may close at the discretion of the Personnel Director, with input from the incumbent individual in the position. An interview must still be conducted with the sole applicant before a hiring decision is made.
 - c. The Personnel Director may open a position for hire or appointment for a shortened timeline if a marketing campaign is planned, and they receive approval from the Board of Directors.
4. Hiring Committees
 - a. All technical training and guidelines provided to the Personnel Director and the Personnel Committee for running a hiring committee can be found in the Personnel Hiring Packet.
 - i. The Personnel Hiring Packet will be reviewed and updated as necessary by the Personnel Director each year by the end of the Winter Quarter.
 - b. Before participating in any hiring committee activities, all members must complete training on confidentiality, discrimination and bias in hiring, accessibility, and any other topics deemed relevant by the Personnel Director. This includes completion of the UW Human Resources Implicit Bias Training and the Record Keeping Supports a Fair Hiring Process training. The Personnel Director, in coordination with the Director of Diversity Efforts, is responsible for verifying completion of all required training.
 - c. Hiring committees must include a minimum of three voting student members and one SAO adviser serving as a non-voting ex-officio member. Committees will be assembled by the designated Committee Chair, with input from the outgoing

employee and the assigned SAO adviser, and must be approved by the Personnel Director. The student members must include:

- i. The Personnel Director or designated Personnel Committee member, who shall serve as chair.
 1. In the case of internal hiring, the Personnel Director may waive chairmanship to entity management, who will be provided with chairmanship training by the Personnel Committee or Personnel Director.
 - ii. If possible, the outgoing employee whose successor is being hired may serve on the hiring committee at the discretion of the Personnel Director and their supervisor, based on the employee's work performance and professionalism.
 1. Current employees are expected to support the hiring process of their successor by recommending potential committee members and participating in the process when able.
 - iii. A minimum of one student member must be directly involved with the program or service, such as a Board liaison, entity employee, engaged constituent, or volunteer.
- d. The members of the hiring committee will meet prior to the interviews in a pre-hire meeting, which can be done asynchronously, to establish a hiring criteria, edit the relevant interview questions, and select the candidates qualified for interviews according to the position's job description and created hiring criteria. Criteria and interview questions cannot be changed outside of this meeting. This meeting may also set interview and deliberation times for the candidates and committee.
 - e. Criteria for each position must closely align with the position's job descriptions and will be the basis for interview questions asked. All interviewees will be asked the same questions, though the hiring committee members are permitted to ask up to three follow-up questions at the end of the interview
 - f. Interviews are to be conducted privately, via a secure online platform or in a closed room. The interview process is confidential, so no public record of the discussions had during the interview process should be kept.
 - g. Deliberation will include a discussion with the opinions of all committee members, and conclude with written justification behind the selected candidate, as well as the rationale for not selecting the other interviewees. These justifications are open and accessible through the Personnel Director to each candidate specifically addressed.
 - h. In the case that the hiring committee deliberations do not reach consensus on an applicant recommendation for the position, the following should happen. Either,
 - i. The hiring committee selects the candidate with the most votes from committee members, or

- ii. The hiring committee will hold a second round of interviews. These will include more pointed questions and exercises to provide the committee more information to base their decision on.
 - i. Reference checks must be completed for the applicant recommended by the hiring committee to the Board of Directors to fill the position. At least one reference must be interviewed to be considered acceptable. If necessary, the hiring committee chair may contact the applicant for additional references.
 - j. If the Personnel Director suspects inappropriate or unjust conduct in a hiring committee, this committee will be subject to an immediate reevaluation with new membership, restarting the pre-hire and interview process, or any action deemed necessary by the Personnel Director.
 - i. Any ASUW employee, member of the public, hiring committee member, and hiring committee chair can share allegations of misconduct with the Personnel Director who can act on their own discretion.
5. Confidentiality must be maintained during the entire hiring process to ensure that all candidates have a fair chance and to protect the personal information of applicants.
 - i. The hiring criteria, applications, assessment of the applications by committee members, interview questions, and deliberations that happen during the prehire meeting, are to remain confidential.
 1. The Personnel Director, hiring committee members, SAO adviser(s) involved with the hiring committee, and hiring chair are privy to this information.
 - ii. Deliberations during interviews and participation during the hiring committee are to remain confidential.
 1. The Personnel Director, hiring committee members, SAO adviser(s) involved with the hiring committee, and hiring chair are privy to the confidential information related to the hiring process in question.
 - iii. Hiring committee members must not speak about the hiring or the candidates outside of the pre-hire and deliberations.
 1. ASUW employees involved in the hiring process who break confidentiality will be subject to disciplinary measures at the discretion of the Personnel Director.
6. Outgoing employees can reapply to their current positions through the normal open selection process. The committee makeup will be the predecessor, at least two externally relevant students, and the attached SAO advisor.
7. The following questions and statements shall be included on every job application:
 - a. Is there anything you would like the committee to be aware of that has not already been covered in this interview?
 - b. Do you have any questions for us?

- c. Autumn Orientation will occur one to two weeks prior to the start of Fall Quarter. Will you be available at this time?
 - i. If the candidate answers no, they will be informed that they will defer their start date until they have begun a makeup Autumn Orientation and will not start receiving pay until that time.
 - ii. In the case that the employee is hired after Autumn Orientation or has summer hours, they will be informed that they must complete a make-up orientation at the discretion of the Personnel Director.
- d. Are you now, or have you ever been employed by the ASUW? If yes:
 - i. Why are you seeking a different position within the ASUW?
 - ii. If hired, how will your performance in this position be any different or improved from the last time you were employed with the ASUW?
8. If an ASUW position is vacated before its official termination date, a replacement may be appointed for the remainder of the term, as outlined in the ASUW Bylaws, Article IX, Section 10.
9. Any ASUW employee, hiring committee member, committee chair, or member of the public may report suspected misconduct or deviation from hiring policy to the Personnel Director.
 - a. Upon receiving a report or identifying concerns independently, the Personnel Director will notify the Vice President and may take appropriate action, including reconstituting the committee, restarting the hiring process, or implementing other corrective measures.

SECTION 8 | Salaries

1. Appropriate salaries and pay ranges for each position shall be determined by the Personnel Committee, based on the hierarchical structure as well as the following guidelines as determined by the University:
 - a. the range and complexity of the job.
 - b. the knowledge and skill requirements necessary to perform the job, and.
 - c. equity, including salary relationships with other student employees.
 - d. These salaries shall also be reviewed by the Finance and Budget Committee and approved by the Board of Directors.
2. New employees shall work with the Personnel Director to submit their employment paperwork. This paperwork will be copied and kept on record with the Personnel Director.
3. If an employee must take time off for more than five business days, either for budgetary or personal reasons, they shall notify the Personnel Director at least two weeks before the employee will be off payroll.
 - a. In this case, the Personnel Director shall notify the employee's SAO adviser of monthly payroll changes at least two weeks before the employee will be off payroll,

- when known. The SAO adviser and Personnel Director will provide copies of the paperwork to the employee involved.
- b. Employees shall be removed from payroll at the close of the last day worked, and reinstated at the beginning of their first day back.
4. Time sheets of hourly employees shall be due on the dates determined by UW Accounting and SAO for each pay period. These time sheets are to have an autographed signature by their supervisor and the Personnel Director. Time sheets submitted late are subject to review and appropriate adjustments by the supervisor.
- a. Employees may be paid back-pay for hours of work completed beyond the allocated salary of said employee during a limited period of time. Any back-pay requests must be approved by the Board of Directors and the Finance and Budget Committee.
 - i. Employees must formulate an agreement with the Personnel Director to increase their hours worked, prior to any changes in work hours. Such an agreement should specify the exact number of work hours are increased by and the length of time that the increase will happen for.
 - b. Employees will receive back-pay once the length of time that agreed upon has elapsed. The Personnel Director must coordinate with the Finance & Budget Director and the Vice President before confirming any agreement. Back-pay requests can be granted in exceptional circumstances at the discretion of the Personnel Director for work done, advancing the mission of the ASUW.

SECTION 9 | Personnel Records and Review

1. Job Descriptions

- a. An overview and expectations of responsibilities shall be outlined in a standardized job description for every paid position in the ASUW, except for the elected Board of Directors members, who shall follow the ASUW Bylaws as their job description.
- b. Job descriptions are to be reviewed and revised annually by the Personnel Committee in the Winter and Spring Quarter.
- c. Every ASUW employee must meet with the Personnel Director or their Personnel Committee Liaison to review their job description:
 - i. Each employee will be given the opportunity to comment on their hour allotment in relation to their workload, and if they require any additional help in their entity's office requiring paid employment.
 - ii. They will review each line of their job description in search of outdated language or duties not yet mentioned.
 - iii. Any employee or entity interested in making a hours change, entity mission change or changes to job responsibilities and duties will be instructed to fill out a Personnel Change Request Form and present major changes to the Personnel Committee.

1. Work hours sheets and other information compiled by the employee will be reviewed when assessing job description changes.
 - d. Organized files of revised job descriptions will be preserved electronically through the ASUW Records website, the Personnel Director archives, and the Personnel office's electronic files. Any general public member will be granted access to the ASUW job descriptions via the ASUW records website.
 - e. Copies of the revised job descriptions will be provided to SAO at the end of each academic year.
 - f. Major changes to an entity or position, such as adding or removing positions, making significant job changes, or changing compensation from a stipend to a salary, shall only be evaluated and enacted after a minimum two-year period following a previous major change in order to collect tangible evidence for the decision with the exception of a 2/3 majority vote from the Board of Directors.
2. Job Titles
- a. The following definitions should be used by the Personnel Director and Personnel Committee when determining job titles and pay rates:
 - i. Director: The leading supervisor of an entity that provides a vision and outlines the metrics for the entity's success.
 - ii. Co-Director: The leading supervisors of an entity that collaboratively provide a vision and outline the metrics for an entity's success. Likely to specialize their focus on different functions or constituents, with substantial overlap of duties.
 - iii. Manager: The logistically focused supervisor in an entity that oversees and delegates daily tasks to personnel for a given entity.
 - iv. Chair: The supervisor of a committee with a focus on volunteer efforts and organization.
 - v. Assistant Director/Manager: The position responsible for coordinating the implementation of the Director's vision and is usually focused on more internal functions of the entity, similar to a Chief of Staff.
 - vi. Coordinator: Employees that focus on multi-tasking for the purpose of programming or organizing to fulfill the vision of an entity. This position is generally more volunteer or outreach focused.
 - vii. Assistant: The position responsible for completing delegated tasks from their supervisor and assists in daily projects.
3. Interview Questions
- a. Interview questions are to be reviewed and revised annually by the Personnel Director in coordination with each hiring committee chair on the Personnel Committee.
 - b. Interview questions should be related to the job description of the position and the hiring criteria agreed upon by the hiring committee during the pre-hire.

- c. Interview questions should be concise and straightforward in their writing as to be accessible to those who do not speak English as their primary language.
- d. Each hiring chair will present their set of interview questions and possible edits to the Personnel Director.
 - i. The hiring chair will again present these interview questions to the hiring committee in the pre-hire meeting for a final confirmation.
- e. Any modification, addition or deletion to an interview question may not favor towards a specific candidate or discriminate against others.
- f. Questions deemed “required” by the Personnel Committee must remain as interview questions.
- g. Interview questions may not be utilized to change a position’s mission, intent or duties without an equivalent change presented through the job description.

SECTION 10 | Employee Evaluations

1. The Personnel Director, in conjunction with the Vice President, will monitor each employee’s performance based on the overall fulfillment of established goals and benchmarks determined by the employee, their supervisor, and their job description, as well as their attendance to office hours and required personnel meetings.
2. Employee Evaluation Process
 - a. Each ASUW employee will be required to complete a self-evaluation during autumn and winter quarter of their employment, which shall be turned-in to the Personnel Director and shared with the Vice President.
 - i. Each employee will be given the opportunity to comment on their individual goals, strengths, areas for improvement, and any additional resources or services that they may need as an employee of the association.
 - ii. The responses to these forms will be kept confidential.
 1. The Personnel Director and Vice President are privy to these responses unless they are, or become, important to an investigation launched by the Personnel Director.
 - iii. In the following quarter, the Personnel Director can use these responses in one-on-one meetings with employees to discuss performance reviews and areas of improvement.
 - b. Entity Directors will be responsible for submitting an evaluation for each employee that they supervise during each academic quarter of their employment. To evaluate an Entity Director, the Personnel Director may defer to the appropriate Board of Directors liaison to complete the evaluation.
 - i. Each supervisor will be asked to evaluate the job tasks, strengths, areas for improvement, and contribution to the office environment for each employee they manage.

- ii. The responses to these forms will be kept confidential.
 - c. Entity success will be evaluated in the form of a Quarterly Report submitted by each Entity Director or Manager. The Director of Internal Policy shall be responsible for creating the Quarterly Reports template and ensuring the reports are accessible through the ASUW website.
 - i. Quarterly Reports will focus on entity goals within the context of the association mission and values.
3. The Personnel Director shall review all submitted evaluations. In the event that concerns or complaints about an employee's performance are addressed in the evaluation process, the Personnel Director shall conduct an initial meeting with the source and adhere to the proper procedure as outlined in Section 11.

SECTION 11 | Complaints, Investigations, and Disciplinary Procedures

1. Written Complaints

- a. Complaints about ASUW employees may be submitted confidentially by any individual through a mechanism created by the Personnel Director.
 - i. All complaints must be submitted in writing.
 - ii. The Personnel Director will maintain a confidential written record.
 - iii. Complaints deemed unrelated to work duties will be referred to SAO or the Office of Community Standards and Student Conduct.
 - iv. The identity of the complainant will remain confidential to the extent possible, unless disclosure is requested or required.
- b. The Personnel Director may conduct a formal investigation if a signed employee complaint form with listed incidents, dates, parties involved, and any suggested course of action is presented. Any accusations made on an employee's performance or conduct must be noted, and investigated by the Personnel Director if the Personnel Director deems it necessary.

2. Investigation and Disciplinary Process

- a. The disciplinary process and a formal investigation may be initiated if a signed complaint includes specific incidents, dates, parties involved, and a suggested course of action. Investigations may also be initiated at the discretion of the Personnel Director.
- b. Investigation:
 - i. The Personnel Director and the employee in question shall conduct an initial meeting to discuss any complaints or concerns. The employee should be informed of all formal complaints levied against them, including the dates and incidences addressed.
 1. If the Personnel Director cannot meet with the complainee after exhausting all available times and methods of contact, a

Memorandum of Warning can be used to compel improvements.

- ii. An agreement will be formulated on specific improvements the employee can make to improve their performance, as well as any resolution or tangible conclusions that can be reached. The employee will have a minimum of one week, preferably two weeks, after this initial meeting to achieve these goals.
- iii. Throughout the time allotted to the ASUW employee for improvement, the Personnel Director will be closely monitoring their progress, recruiting other ASUW supervisors, and SAO advisers for reviews on their work.
- iv. The Personnel Director will follow all university policies including but not limited to the Student Code of Conduct.

c. Memorandum of Warning:

- i. After reviewing their progress, the Personnel Director, in coordination with any ASUW supervisor directly involved, will determine if they have improved sufficiently. If so, the employee will be informed of their achievement.
- ii. If the employee has not made sufficient improvement, the Personnel Director will write a Memorandum of Warning to present to the employee. This memorandum will present a formal directive with complaints and expectations for the employee to fulfill in a maximum of two weeks.

1. The Personnel Director can present such Memorandum of Warning if they cannot have an initial meeting with the complainee after, at least, 5 business days and exhausting all methods of contact

- d. If these directives are not completed, the Personnel Director will take disciplinary action in the following forms: With the President's approval, the Personnel Director may take immediate disciplinary action in the forms of redacting future recommendation, a pay freeze, or probation.

- i. Termination may only be enacted with a two-thirds majority vote of the Board of Directors.

- e. In the case that the employee's action is so severe, or the timeline is constrained, the Personnel Director may constrict the disciplinary policy to take action as needed. This may only be done with the President's approval or a two-thirds majority vote of the Board of Directors.

3. Confidentiality

- a. Information surrounding a specific Personnel Complaint is confidential and the parties privy to the contents of the complaint vary based on those involved, the stage of the complaint, and the discretion of the Personnel Director.
- b. The following are privy to all information in Personnel Complaints:
 - i. The Personnel Director
 1. Unless the complaint involves the Personnel Director or they are deemed compromised.

- ii. The President
 - 1. Unless the complaint cites the President. iii.
- The Vice President
 - 1. Unless the complaint cites the Vice President ` iv.
- SAO Advisers.
- c. During the probationary period when employee's work performance is being monitored for improvement, ASUW supervisors, SAO advisers, and others the Personnel Director deems relevant are given the information that the Personnel Director deems necessary for them to monitor employee performance effectively while taking the privacy of the employee(s) in question into account.
- d. The Board of Directors are made aware of the facts of a Personnel Complaint in situations when Board involvement is required by the ASUW Bylaws and/or this Personnel Policy.
 - i. The Board of Directors address Personnel issues in executive session, meaning that members of the public will not be informed of deliberations.
 - ii. Action taken by the Board will be made available in the public record.
- 4. Issues or concerns with an ASUW employee must be addressed to the Personnel Director. Any disciplinary action done independently is not authorized in the interest of the ASUW, and will not be considered as official business.
- 5. In the case that the Personnel Director is compromised, these duties will be forwarded over to the President or Vice President by a two-thirds majority vote of the Board of Directors or at the Personnel Director's discretion.
 - a. If the Board of Directors deem the President or the Vice President to be compromised, by a two-thirds majority vote or at the President's or the Vice President's discretion, duties are turned over to the Chair Pro Tempore.
 - b. If the Board of Directors deem the Chair Pro Tempore to be compromised, by a two-thirds majority vote or the Chair Pro Tempore's discretion, the Board of Directors can elect a Board member of their choosing by two-thirds vote.

SECTION 12 | Disciplinary Appeals Process

- 1. If an employee believes the disciplinary process was conducted unfairly, they may appeal the decision.
- 2. The appeal must be submitted in writing and distributed to the SAO Adviser, Personnel Director, Vice President, and President. The Personnel Director or President will notify the employee of the time and date of the Board meeting where the appeal will be reviewed, at least two days in advance.
- 3. At that meeting, the employee may present their case. The Board of Directors will make the final decision with a two-thirds vote, which will be communicated in writing by the President.

4. In the event that an employee finds the Personnel complaint process unfair, the following appeals procedure may be followed:
 - a. Outline, by memorandum, the reason for appeal and distribution to the appropriate Student Activities Office adviser, the Personnel Director, the Vice President, and the President.
 - b. The President or Personnel Director will notify the employee, at least two days prior to the Board of Directors meeting, to be present at that meeting at which the appeal will be discussed. The employee may state their reason for appeal at that meeting.
 - c. The Board of Directors will make the final decision, after which the President will write a letter to the employee stating the decision.

SECTION 13 | Volunteer Policy and Procedure

1. The Personnel Director and Vice President are responsible for handling all volunteer-related inquiries.
2. The ASUW shall use specific titles to refer to volunteer positions to ensure consistency across the association, and to make it clear what opportunities are available to students who wish to volunteer with the ASUW. Example titles of volunteer positions are as follows:
 - a. Intern: A volunteer who supports the ongoing work of an ASUW Entity through project-based, administrative, or programming tasks. Interns gain hands-on experience and professional development aligned with the entity's mission.
 - i. Interns must be appointed during Fall Quarter (unless otherwise approved by the Personnel Director), serve in the role for a minimum of two quarters, and commit to at least three hours of volunteer work per week, not to exceed five hours weekly.
 - ii. Core responsibilities such as chairing committees or supervising staff may not be delegated.
 - b. Committee Member: Any volunteer who sits on an internal ASUW Committee or acts as an ASUW representative on an external committee or University council
 - i. Board of Director proxies to internal or external committees or councils shall be included in this definition.
 - ii. Shall be selected and appointed according to the Open Selection process
(Section 6) and Article 6 of the ASUW Bylaws
 - c. Senator: As defined and appointed by the ASUW Senate Bylaws
 - i. The Senate Speaker shall oversee all Senators, in collaboration with the Personnel Director.
 - d. Other specialized titles can be used for volunteer positions if approved by the Personnel Director in coordination with the Vice President.
3. The Office of Communications is responsible for maintaining, updating, and overseeing the ASUW Volunteer website.

4. All volunteer applications must be approved by either the President, Vice President, Communications Director, or Personnel Director, with the exception of those appointed through the ASUW Student Senate, which follows its own appointment process as outlined in the ASUW Senate Bylaws.
5. All ASUW employees are expected to provide volunteers with meaningful experiences that support both personal and professional growth. Employees should foster inclusive, transparent, and development-focused environments that encourage continued volunteer engagement and leadership.
6. No ASUW entity may appoint more than four interns per quarter, unless additional positions are approved by the President or Vice President.
7. Responsibilities listed in each job description may not be delegated to interns. Interns may represent their entity at any internal or external meeting only when accompanied by an employee of the entity with the exception of sending an appointee to weekly Senate meetings after informing the Personnel Director and Vice President.

SECTION 14 | Equal Opportunity Employment and Accommodations

1. The ASUW complies with the University of Washington's policies on equal opportunity, nondiscrimination, affirmative action, and Title IX of the Education Amendments of 1972, which prohibits sex discrimination in federally funded education programs and activities.
2. The ASUW does not discriminate on the basis of race, color, creed, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, veteran status, or any other legally protected status. This applies to all ASUW programs, services, employment, and volunteer opportunities.
3. All recruitment, hiring, and personnel practices must be equitable, inclusive, and compliant with university, state, and federal laws. The ASUW will engage in an interactive process to provide reasonable accommodation for individuals with disabilities, in coordination with the UW Disability Services Office and relevant parties.
4. All ASUW employees and volunteers who become aware of a potential incident of discrimination or harassment based on a protected characteristic must report the incident to the Civil Rights Compliance Office within 48 hours of receiving the information. Reports can be made through the online Civil Rights & Title IX Reporting form. Reports may also be submitted through a Student Activities Office (SAO) Adviser, who will contact the Civil Rights Compliance Office. Violations or concerns related to discrimination, equity, or accessibility must also be reported to the ASUW President, Vice President, and Personnel Director, alongside the Student Activities Office (SAO).

SECTION 15 | Reporting Suspected Child Abuse Policy

1. ASUW employees and volunteers are mandatory reporters under RCW 26.44.030. If an individual has reasonable cause to believe that a child (under 18) has experienced abuse or

neglect, they must report the concern immediately to law enforcement and SafeCampus (206-685-7233) no later than 48 hours after becoming aware.

2. The report must also be disclosed to the ASUW President, Vice President, and Personnel Director, as well as to an SAO adviser, unless one of those individuals is directly involved.
3. Failure to report suspected child abuse may result in disciplinary and legal consequences.

SECTION 16 | Sexual Misconduct, Harassment, and Interpersonal Violence Policy

1. The ASUW is committed to maintaining a safe, respectful, and inclusive environment for all students, employees, and volunteers. ASUW prohibits sexual harassment, sexual misconduct, interpersonal violence, and retaliation in accordance with University of Washington policy and federal law, including Title IX of the Education Amendments of 1972.

2. The ASUW adheres to the following University of Washington policies:

- Executive Order No. **81 Prohibiting Discrimination, Harassment, and Sexual Misconduct**
- APS 11.7 (Domestic Violence in the Workplace and Leave Related to Domestic Violence, Sexual Assault, or Stalking)
- Student Governance and Policies Chapters 209 and 210
- University of Washington Human Resources Workplace Violence Policy

3. Sexual misconduct includes but is not limited to: sexual harassment, sexual assault, relationship or intimate partner violence, stalking, sexual exploitation, and other unwanted conduct of a sexual nature. These actions are prohibited and may result in removal from the ASUW workplace, disciplinary action, termination, or referral to law enforcement.

4. **All ASUW employees and volunteers who become aware of a potential incident of sexual assault, sexual harassment, or other prohibited conduct as defined above must report the incident to the Civil Rights Compliance Office within 48 hours of receiving the information. Reports can be made through the online Civil Rights & Title IX Reporting form. Reports may also be submitted through a Student Activities Office (SAO) Adviser, who will contact the Civil Rights Compliance Office.**

5. If a student discloses an incident of sexual violence directly to an ASUW employee, the employee must inform the student that a **Civil Rights Case Manager** will reach out to them with information about their rights, options, and available support. The **Civil Rights Case Manager** will also connect the student with a confidential advocate upon request. Employees must not attempt to investigate the matter, contact the accused, or collect evidence.

6. In cases of immediate danger or threat of violence, employees should call 9-1-1. If the threat is not immediate, **but there are safety or well-being concerns**, the employee should contact SafeCampus at 206-685-7233.

7. ASUW employees are expected to assess safety concerns and respond in a supportive and trauma-informed manner. Contacting the **Civil Rights Compliance Office** or SafeCampus does not require the student to submit a complaint or participate in an investigation.
8. Internal notifications must be made to the ASUW President, Vice President, and Personnel Director unless one of those individuals is the subject of the report.
9. All ASUW employees are strongly encouraged to complete SafeCampus training, UW Title IX training, and any other prevention and response programming **required or** recommended by the university.

Last Updated – 06.05.25