

ASSOCIATED STUDENTS INC. OF SONOMA STATE UNIVERSITY
PERSONNEL COMMITTEE CODE

I. NAME:

1. This document shall be called the Personnel Committee Code.

II. AUTHORITY:

1. This code is established under the authority of the ASI Senate.

III. PURPOSE:

1. The Senate has delegated responsibility to the Personnel Committee for administration and development of personnel policies and procedures pertaining to hiring, evaluation, promotion, reclassification, salary adjustments, terminations, disciplinary action, benefits and employee rights and privileges. The Personnel Committee will ensure all ASI personnel policy and procedure is in compliance to existing state and federal law, regulations of the Trustees of the California State University and Sonoma State University policy and procedure.

IV. BOARD STRUCTURE, MEMBERSHIPS AND MEETINGS:

1. The Personnel Committee shall consist of the following members with the following restrictions:
 - a. ASI President – Chair, shall only vote in order to make or break a tie
 - b. ASI Executive Vice-President, Chair Pro Tempore
 - c. ASI Vice-President for Finance
 - d. ASI Senate Vice-Chair

Non-Voting Advisors to the Board shall be:

- a. SSU Senior Director of Human Services, or designee
 - b. SSU Vice-President of Student Affairs, or designee
 - c. ASI Executive Director
2. The Personnel Committee will meet at least once a semester, but should meet as often as the needs of the organization require.
 - a. The meetings will be called by the ASI President.
 3. All meetings of the Personnel Committee shall be conducted in accordance with the Gloria Romero Open Meeting Law of 2000
 4. Quorum for the Personnel Committee shall be 2/3 of the eligible voting members including the chair.

V. COMMITTEE AUTHORITY AND RESPONSIBILITY:

Personnel Com. Code Official Copy: _____
Page 1 Executive Vice-President Paul Ramey, ASI Corporate Secretary

1. Monitor and improve the effectiveness of the ASI Personnel policies and procedures and forward all recommendations for alterations and amendments to the ASI Senate for approval.
2. Review all new and revised position descriptions for full-time professional ASI staff positions
3. Recommend changes in staff organizational structure, reporting relationships, reclassifications and/or promotion to the ASI Senate for approval
4. Review all requests from the ASI Executive Director for temporary step increases, merit or step increases, equity adjustments or temporary or permanent in-range progressions
5. Advise the ASI Executive Director on the selection and hiring process for all full-time professional ASI staff positions
6. Advise the ASI President on the selection and hiring process for the ASI Executive Director
7. Serve as the initial appeal board for ASI Employees
8. Advise the ASI Executive Director on changes to the student employee staffing model and the student staff wage matrix
9. Make recommendations to the ASI Senate with regards to alterations to the awards granted to ASI officers upon request of any member of the ASI Senate or the ASI Finance Committee
10. Assist the ASI President in conducting the annual performance evaluation of the ASI Executive Director

VI. AMENDMENTS:

1. Amendments to this document shall be approved by the Personnel Committee and shall be forwarded to ASI Senate for final approval.