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## SB42-18/19: Resolution Updating Personnel Policy Regarding ASUM Receptionists

Kat Cowley

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The Associated Students of the University of Montana 1 2 Resolution Updating Personnel Policy Regarding ASUM Receptionists 3 February 21, 2019 4 SB42-18/19 Authored by: Katherine Cowley, UM Student; 5 6 Sponsored by: Morgan Corkish, ASUM Senator; Taylor Gregory, ASUM Senator; 7 8 Whereas, Each year the Associated Students of the University of Montana (ASUM) hires up to 9 four student receptionists; 10 11 Whereas, Every other student employee hired by ASUM is listed in Section 3.0 Base Rates of Personnel Policy: 12 13 14 Whereas, The Position Description of the ASUM Receptionists reads: 15 4.17 ASUM Receptionists. The ASUM Receptionists are student employees responsible for the following: provide administrative and clerical support to the ASUM Office 16 Manager, executive officers, senators, agencies and recognized student groups; assist 17 with the preparation of annual ASUM Spring Budget and election materials; assist with 18 the Student Group Recognition process; assist with the maintenance of the current 19 database of recognized student groups; perform daily duties such as greeting visitors; 20 21 answering phones; filing; answering routine inquiries; making referrals; emailing 22 information; assisting with web access navigation; processing short term loan 23 applications, picking up mail, running errands, scanning, stocking and troubleshooting the copier, maintaining and cleaning reception area; accepting student group deposits. 24 provide receipts and enter into Banner Finance as assigned, assist applicants for short-25 term loans; archiving ASUM materials. 26 27 28 Whereas, There is currently no listed base rate of pay for ASUM Receptionists; 29 30 Whereas, Portions of the position description are no longer accurate: 31 32 Therefore, Let It Be Resolved, That the ASUM Receptionists be added to Section 3.0 of personnel policy with a base rate of pay at minimum wage and monthly base hours at variable; 33 34 Therefore, Let It Be Further Resolved, That Section 4.17 of ASUM Personnel Policy be updated 35 36 by striking the following lines: 37 4.17 ASUM Receptionists. The ASUM Receptionists are student employees responsible for the following: provide administrative and clerical support to the ASUM Office 38 39 Manager, executive officers, senators, agencies and recognized student groups; assist with the preparation of annual ASUM Spring Budget and election materials; assist with 40 the Student Group Recognition process; assist with the maintenance of the current 41 42 database of recognized student groups; perform daily duties such as greeting visitors; answering phones; filing; answering routine inquiries; making referrals; emailing 43 information; assisting with web access navigation; processing short term loan 44 45 applications, picking up mail, running errands, scanning, stocking and troubleshooting 46 the copier, maintaining and cleaning reception area; accepting student group deposits.

4/	provide receipis and enter into Banner Finance as assigned. <del>assist applicants for snort</del>
48	term loans; archiving ASUM-materials;
49	
50	Therefore, Let It Be Further Resolved, That this resolution be forwarded to: Alex Butler, ASUM
51	President; Gwen Coon, ASUM Office Manager; Marlene Hendrickson, ASUM Accountant.
52	
53	Mala Oth
54	Passed by Committee: May Ch (T), 2019
55	March 121/1
56	Passed by ASUM Senate: MAY(\(\lambda\)   3\(\lambda\)   , 2019
57	
58	Catha Al- ()
59	Ovan Hand
60	Ethan Hanley, Mariah Weller /
61	Relations and Affairs Chair / ////air of the Senate

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