

The A.S. Personnel Code works in support of the A.S. Constitution, providing additional direction to the A.S. Board of Directors and Staff for the day-to-day governance and operation of the organization.

**ASSOCIATED STUDENTS OF HUMBOLDT STATE UNIVERSITY  
PERSONNEL CODE**

**PERSONNEL CODE INDEX**

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**Section 1**                    **Student/Hourly Wage Compensation Policy Reference**  
1.01                        It is a priority of the A.S. to provide student employment. In keeping with our commitment to support the University in its recruitment and retention efforts and to help students attain their education, the A.S. will employ students whenever feasible. (12/11)

1.02                        The A.S. Student/Hourly Wage Compensation Policy provides guidelines for setting the pay level for hourly employees. This policy is detailed in Policy #301. (12/11)

**Section 2**                    **Duties of the Executive Director**

2.01                        General Administrative

- a.        Administers and coordinates the student body day-to-day business and related activities of the AS.
- b.        Ensure compliance with IRS, Federal, State of California, and applicable non-profit codes, policies and regulations.
- c.        Ensure the AS's legal interests are protected and the AS Board of Directors is informed of pertinent laws, regulations and policies.
- d.        Ensure compliance with University policies and integration with campus operations including coordinating review of A.S. programs and budgets with the Humboldt State University President and review of fiscal operations including audits with Humboldt State University Chief Financial Officer.
- e.        Responsible for risk management associated with all programs and operations of the corporation. Consults as needed with legal counsel and secures appropriate insurances coverage.
- f.        Provides oversight for student assistant program staff.
- g.        Upon approval of the A.S. Board of Directors, negotiates and signs contracts with external, campus and system- wide agencies on behalf of the corporation.
- h.        Develop and maintain policies and procedures to provide student leaders and A.S. staff with a professional environment in which business can be conducted.
- i.        Maintain and publish up-to-date copies of the A.S. Constitution, Codes of Procedures, Policies, Rules and Regulations, and Administrative Procedures Manual and other official A.S. documents of record. (2/16)

**2.02****Fiscal Administration**

- a. In conjunction with the A.S. President or designee, responsible for the development of the A.S. Annual Budget to be presented to the A.S. Board of Finance, A.S. Board of Directors and the University President for approval.
- b. Establish and maintain sound fiscal and operational policies and procedures.
- c. Ensure accepted accounting and fiduciary guidelines are followed.
- d. Work with the University Center Business Office staff to prepare for internal compliance and external audits.
- e. Monitor and review that student funds are disbursed in accordance with the objective, policies, and directives of the A.S. including A.S. funds and IRA funds.
- f. Serve as an official representative of A.S. in meetings with representatives concerning fiscal matters.
- g. Manages the disbursement of all A.S. funds.
- h. Monitor A.S. financial position and report to Board of Finance.
- i. Coordinate development and maintenance of sound financial procedures and records regarding A.S. Organizations, Clubs and IRA Programs. (2/16)

**2.03****Advising and Student Programming**

- a. Assimilates and maintains the organization's institutional memory and orients incoming officers on A.S. history, policies, procedures and methods.
- b. Sensitive and responsive to the role of student involvement in University governance and Associated Students in particular.
- c. Serve as advisor for the A.S. Board of Directors and sub- governing boards and committees.
- d. Consults with Instructionally Related Activities Committee, Student Fee Advisory Committee and other related A.S. activities.
- e. Member, non-voting, A.S. Board of Directors, A.S. Board of Finance, Executive Committee, Student Fee Advisory Committee, Instructionally Related Activities

Committee, Campus Center for Appropriate Technology (CCAT) steering committee.

- f. Assists with annual and special A.S. elections.
- g. Meets with A.S. Program Directors and provides budget orientation and information.
- h. Assists A.S. Board of Directors coordinating retreats and orientation.
- i. Assist the A.S. Board of Directors in the development of organization goals and long-term strategic plans. (2/16)

#### **2.04 Personnel Management**

- a. Maintains human resource policies and procedures, in accordance with federal, state and local regulations, with assistance from a human resource consultant.
- b. Ensures compliance with all California State University and Humboldt State University personnel policies, procedures and guidelines as applicable to A.S.
- c. Recruits, hires, supervises and evaluates staff working in A.S.
- d. Indirectly supervises student assistant program staff.
- e. Responsible for carrying out all personnel policies of the A.S.
- f. Manages A.S. Personnel Policies and Procedures, including benefits program. (2/16)

#### **2.05 Other Operational Administration**

- a. Meets regularly with the Vice President of Enrollment Management and Student Affairs.
- b. Works effectively with university entities to support A.S. operations and the University mission
- c. Attends and participates in various meetings as necessary
- d. Performs other duties as assigned by the A.S. President
- e. Additional duties as needed. (2/16)

### **Section 3 Minimum Qualifications**

- 3.01 One of the following three criteria must be met in order that applications for the Executive Director position are forwarded to the screening committee.

- a. A bachelor's degree, and five years of full-time experience in a management position with a nonprofit that is close or similar to the work of this position. The experience includes activities such as budgetary/fiscal, purchasing, travel, human resources and general administrative support for an organization.
- b. Two full years of progressively higher level graduate education leading to a master's or equivalent degree may be substituted to meet two years of the experience requirements. (2/16)

**Section 4**

**Appraisal of the Executive Director**

4.01

The position of the Executive Director shall be evaluated annually, no later than the meeting prior to the A.S. transition meeting. A draft evaluation shall be prepared by the A.S. President in consultation with the executive committee for the A.S. Board of Directors' approval. If the evaluation shows areas that need improvement, subsequent evaluations can be done within two months of the original evaluation to mark the progress of the Executive Director in these areas. A written copy of the evaluation will be placed in the Executive Director's personnel file.

4.02

In the event that the A.S. President does not complete an evaluation of the Executive Director, the Designee sent by the University President to sit on the A.S. Board of Directors will have the authority to complete the evaluation. (2/16)

**Section 5**

**Employment of the Executive Director**

5.01

The Executive Director is an employee of the A.S. of Humboldt State University who reports to the A.S. Board of Directors. The A.S. President supervises the Executive Director. (2/16)

5.02

During the final year of the initial term of the Executive Director's employment contract, the A.S. Board of Directors shall vote to authorize the A.S. President to negotiate a new contract or open the position of the Executive Director. If the A.S. Board of Directors decides to open the position, the Screening Committee

shall screen applicants to recommend one or more to the A.S. Board of Directors. (2/16)

- 5.03 After receiving nominees for the A.S. Executive Director, the A.S. Board of Directors shall interview the nominee(s). In the event that nominees are unacceptable to the Board of Directors, the Screening Committee shall forward other nominees to the Board of Directors until such time as an appointment is made. (2/16)
- 5.04 Immediately following a favorable vote by the A.S. Board of Directors and consultation with the University President, the proposed A.S. Executive Director and the A.S. President shall negotiate a contract of the proposed Executive Director in consultation with the University Center Executive Director or designee. The duration of the initial contract shall be two years or less. Each subsequent contract may be up to three (3) years in duration. (2/16)
- 5.05 Upon recommendation of the A.S. President, the A.S. Board of Directors shall be the only body to authorize the hiring, rehiring, or termination of the Executive Director. (2/16)
- 5.06 Should there be a vacancy in the office of the Executive Director; the A.S. Board of Directors must convene a Special Meeting to decide on an interim management plan including the appointment of an Interim Executive Director who shall be responsible for carrying out the duties and responsibilities of the Executive Director. The Screening Committee shall be immediately convened and begin the search process. (2/16)
- 5.07 In the event that the A.S. Board of Directors is not in session or the appointment of an Interim Executive Director cannot be decided upon within one month of the Executive Director position becoming vacant, then the A.S. President is empowered to appoint an Interim Executive Director. The A.S. President shall consult with the University Center Executive Director and the HSU President or designee prior to making the appointment. (2/16)

5.08 The Interim Executive Director's term of employment shall not exceed six months unless extended by a majority vote of the A.S. Board of Directors. (2/16)