

**RESOLUTION No. 2020-21-09**

**AUTHORED BY:** Jeremiah Finley, President  
**SPONSORED BY:** A.S. Executive Committee  
**RECOMMENDED BY:** A.S. Bylaws Committee

**REFERRED TO:** A.S. Board of Directors  
**ADOPTED:** November 20, 2020

**SUBJECT:** An Act to Create a Staff Compensation Review Policy

**WHEREAS**, the Associated Students Board of Directors of Humboldt State University (HSU) is the single recognized voice for over 6,500 students; and,

**WHEREAS**, the Mission of the Associated Students of Humboldt State University serves to "assist in the protection of rights and interests of the individual student and the student body," and to "stimulate the educational, social, physical, and cultural well-being of the University community"; and,

**WHEREAS**, the Associated Students Board of Directors has multiple employees that span a wide variety of departments and; and,

**WHEREAS**, it is important to provide the A.S. employees with a sound and clear review process; therefore, be it,

**BE IT ENACTED**, by the Associated Students Board of Directors the creation of the Staff Compensation Review Policy to be added into the A.S. Personnel Code as follows:

**Section 6) Compensation Review**

Purpose: To establish and maintain a procedure for the Associated Students at Humboldt State University to review the compensation of the staff of the Associated Students.

1. The process for staff compensation review shall be as follows:
  - 1.1. The Executive Director of A.S. shall create a staff compensation proposal to present to the A.S. President annually in the spring
    - 1.1.1. the compensation proposal does not need to include an increase and/or decrease in the compensation of the A.S. Staff

- 1.2. The A.S. President shall, work in coordination with the A.S. Administrative Vice President and the HSU advisor to the A.S. Board to review the compensation proposal from the A.S. Executive Director
  - 1.2.1. During the review process the aforementioned parties, excluding the Executive Director and A.S. Staff, shall also take into account the following items:
    - 1.2.1.1. The Executive Director appraisal from the previous year
    - 1.2.1.2. The staff appraisals from the past year
    - 1.2.1.3. The job descriptions of each staff member
    - 1.2.1.4. The current and projected A.S. revenue
    - 1.2.1.5. The Stateside equivalent of positions
- 1.3. Upon the completion of the review process, the A.S. President may take into account the advice of the A.S. Administrative Vice President and the HSU advisor to the A.S. Board, and issue a formal response and/or a counter-proposal including an attached rationale to the Executive Director.
  - 1.3.1. The rationale shall be issued within 1 month of receiving the initial proposal.
- 1.4. The A.S. President may then sign and authorize the counter-proposal to be carried out by the A.S. Executive Director.
  - 1.4.1. The A.S. President shall not authorize an increase in compensation of the Executive Director, Coordinators, or equivalents that leads the operational budget to exceed 50% of the projected A.S. revenue; excluding IRA and the Reserves.
  - 1.4.2. The A.S. President shall not authorize an increase in compensation that exceeds a 7% increase of the current compensation amount for any employee.