The Associated Students of the University of Montana
Resolution Updating Personnel Policy Regarding ASUM Receptionists
February 21, 2019
SB42-18/19
Authored by: Katherine Cowley, UM Student;
Sponsored by: Morgan Corkish, ASUM Senator; Taylor Gregory, ASUM Senator;

Whereas, Each year the Associated Students of the University of Montana (ASUM) hires up to four student receptionists;

Whereas, Every other student employee hired by ASUM is listed in Section 3.0 Base Rates of Personnel Policy;

Whereas, The Position Description of the ASUM Receptionists reads:
4.17 ASUM Receptionists. The ASUM Receptionists are student employees responsible for the following: provide administrative and clerical support to the ASUM Office Manager, executive officers, senators, agencies and recognized student groups; assist with the preparation of annual ASUM Spring Budget and election materials; assist with the Student Group Recognition process; assist with the maintenance of the current database of recognized student groups; perform daily duties such as greeting visitors; answering phones; filing; answering routine inquiries; making referrals; emailing information; assisting with web access navigation; processing short term loan applications, picking up mail, running errands, scanning, stocking and troubleshooting the copier, maintaining and cleaning reception area; accepting student group deposits, provide receipts and enter into Banner Finance as assigned, assist applicants for short-term loans; archiving ASUM materials.

Whereas, There is currently no listed base rate of pay for ASUM Receptionists;

Whereas, Portions of the position description are no longer accurate;

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;

Therefore, Let It Be Further Resolved, That Section 4.17 of ASUM Personnel Policy be updated by striking the following lines:
4.17 ASUM Receptionists. The ASUM Receptionists are student employees responsible for the following: provide administrative and clerical support to the ASUM Office Manager, executive officers, senators, agencies and recognized student groups; assist with the preparation of annual ASUM Spring Budget and election materials; assist with the Student Group Recognition process; assist with the maintenance of the current database of recognized student groups; perform daily duties such as greeting visitors; answering phones; filing; answering routine inquiries; making referrals; emailing information; assisting with web access navigation; processing short term loan applications, picking up mail, running errands, scanning, stocking and troubleshooting the copier, maintaining and cleaning reception area; accepting student group deposits,
provide receipts and enter into Banner Finance as assigned. assist applicants for short-
term loans; archiving ASUM materials;

Therefore, Let It Be Further Resolved, That this resolution be forwarded to: Alex Butler, ASUM President; Gwen Coon, ASUM Office Manager; Marlene Hendrickson, ASUM Accountant.

Passed by Committee: ___________________________ , 2019
Passed by ASUM Senate: __________________________, 2019

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Ethan Hanley,                               Mariah Welch,
Relations and Affairs Chair             Chair of the Senate