

UMSG INC

Hiring and Employment Policies

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ARTICLE I: EMPLOYEE DEFINITIONS

Section 1: Employee Categories

- A. **Employee:** Defined as any person monetarily compensated by the University of Maine Student Government (UMSG) for services rendered to the organization.
- B. **Constitutional Employee:** Defined as a student employee of UMSG who maintains a position expressly outlined as an elected official in the UMSG Constitution.
- C. **Regular Employee:** Defined as a student employee of UMSG who maintains an appointed or hired position within Student Government.
 - a. Student employees who hold Constitutional offices for Representative Boards or Community Associations also fall within this category.
- D. **Contracted Employee:** Defined as an employee of UMSG who maintains a position under contract for more than 6 months with Student Government.
- E. **At-Will Employee:** Defined as an employee of UMSG who maintains a position on an at-will basis under no contract with Student Government.

ARTICLE II: EMPLOYMENT GUIDELINES

Section 1: All Student Employees

- A. In order to be employed with UMSG, Inc., including but not limited to all elected and appointed positions, a student must meet the following requirements:
 - a. The student must be a Student Activity Fee (SAF) paying member of the undergraduate student body.
 - b. The student must be enrolled in an undergraduate degree program.
 - c. The student must carry six (6) or more credit hours in each semester they are employed.
 - d. The student must have a cumulative GPA of at least 2.5 during each semester they are employed, based on the most recently closed academic semester. The University defines semesters per the University Academic Policy as Spring, Summer, and Fall.
- B. All UMSG employees shall have written job descriptions. This job description shall include the position's title, direct supervisor, rate of pay, hours worked, and a detailed account of the position's duties and responsibilities.
- C. An employee of UMSG must be notified in writing of any resolution or motion to amend their job description before any vote on the matter by the GSS. The employee shall also be allowed to speak on the resolution to amend their job description at the GSS meeting(s) at which the resolution is considered.
- D. Performance evaluations shall be conducted anonymously, each academic semester, at the second to last regular meeting of the GSS in Executive Session. All those being evaluated, in accordance with Rule V, Section 3, of the Standing Rules, shall be excused,

and the executive session shall be chaired by the Chair of the Policy and Procedures Committee. Evaluations shall be consolidated by the Chair of the Policy and Procedures Committee, and results shall be distributed before the week of finals. All evaluations shall be printed and kept on file by the Executive Administrative Assistant for up to 7 years.

- E. Employees may not make use of any type of media to promote allegiance to any group not relevant to the purposes of the position to which they serve, nor within the bounds of the office space allocated to them.
- F. Any individual may hold only one position within UMSG for which the SAF funds compensation.
- G. No student employee's salary shall be automatically adjusted to the Consumer Price Index (CPI) during the annual budget process.
- H. The President and Vice President of Financial Affairs shall be compensated for their work during vacations and all legal or audit emergencies at the advisement of the UMSG, Inc. attorney or the Assistant to the Vice President of Financial Affairs (AVPFA), should they arise.
- I. Students elected or hired to UMSG positions, excluding Representative Boards and Community Associations, may receive compensated transition training with their position's outgoing student employee (or others at the discretion of the sitting UMSG President) during the Spring semester preceding their formal start of employment. This compensation shall not exceed the equivalent of one full annual budget week's pay for each respective position, with specific hour allocations determined at the discretion of the sitting President. Eligibility for compensation is contingent upon the timely completion of all onboarding and employment documentation. Onboarding meetings with the AVPFA and UMSG Attorney should be completed prior to other training activities and are eligible for compensation. Returning executive officeholders are not eligible for this compensation.

Section 2: Constitutional Employees

- A. Job Descriptions of Constitutional Employees shall consist of no less than the responsibilities specifically laid out in the UMSG Constitution.
- B. The direct supervisor of all Constitutional Employees shall be the general student body (and therefore the GSS as a whole).
- C. Each Constitutional Employee must write a yearly plan outlining the goals of their position in the coming term, and the manner in which they desire to implement those goals. They must then submit this document to the GSS at the third regularly scheduled General Student Senate meeting following the election of said employee.
- D. If a Constitutional Employee is hired after the preceding deadline has passed, they must submit the yearly plan no later than one month after the position has been assumed.

- E. Should a Constitutional position fall vacant when the GSS is not in session, the UMSG President may appoint an SAF paying undergraduate student to fill its capacity with all privileges and powers granted to that position. The employment of this appointee shall terminate when the next meeting of the GSS is called to order, or at the discretion of the UMSG President.

Section 3: Regular Employees

- A. Establishment of a new, non-Constitutional, Regular Employee position requires passage of a GSS resolution calling for such. This resolution must include the following:
 - a. Position's Title
 - b. Direct supervisor
 - c. Rate of Pay
 - d. Hours worked
 - e. Detailed account of the position's duties and responsibilities.
- B. Changes to any part of a Regular Employee's Job Description must be approved by the GSS.

Section 4: Contractual Employees

- A. The supervisor of all Contractual Employees shall be the UMSG President unless the position falls under a Division or Board of UMSG, in which case the principle officers of the division or board shall serve as the direct supervisor.
- B. All contracts for employment must first be approved by the GSS before being signed by the President, Vice President, and VPFA.
- C. Contractual Employees may be entitled to benefits. All benefits must be specifically stated in the employee's contract.
- D. Contractual Employee salaries shall be automatically adjusted to the Consumer Price Index (CPI) during the annual budget process.

Section 5: At-Will Employees

- A. Creation of a new At-Will Employee position requires passage of a resolution in the GSS calling for such creation. This resolution must include the following:
 - a. Position's Title
 - b. Direct supervisor
 - c. Rate of Pay
 - d. Hours worked
 - e. Detailed account of the position's duties and responsibilities.
- B. Changes to any part of an At-Will's Job Description must be approved by the GSS.

Section 6: Service Employees

- A. Hiring of Service Employees will be done on an as-needed basis.
- B. Provided funds are budgeted for the service to be provided and the Executive Officer overseeing the budgeted funds shall have the authority to hire service employees. Whenever possible, a contract must be drafted for the services provided.
- C. The supervising executive shall be considered the direct supervisor of the Service Employees. As such, they shall handle all questions relating to the manner in which service is provided.
- D. Provided no funds are budgeted, the GSS must approve the hiring of all Service Employees. This approval shall be accompanied by a contract for the services provided as well as the name of the direct supervisor.
- E. No Action of any person belonging to UMSG shall attempt to force Service Employees to act contrary to the obligations and requirements they have to the organization providing the service to UMSG.
- F. Employment of Service Employees will terminate once the service has been provided.

ARTICLE III: EMPLOYMENT PARAMETERS

Section 1: Hierarchy

- A. The direct supervisor of the President and Vice President of Student Government shall be the general student body (and therefore the GSS).
- B. For Division Vice Presidents, the President of UMSG shall serve as the direct supervisor.
- C. For an appointed or hired position within a Division of UMSG, the Vice President of said Division shall serve as the direct supervisor.
- D. For elected officers of Representative Boards or Community Associations, the Vice President of Student Organizations (VPSO) shall serve as the direct supervisor.
- E. For all Regular Employees who do not belong to any subdivision of UMSG, the UMSG Vice President shall serve as the direct supervisor.

Section 2: Time Worked

- A. Any Employees required to work office hours must verify their completion by filling out the Payroll Verification Form (PVF). This PVF must be submitted to the Financial Affairs Office at the conclusion of the payroll period, prior to a paycheck being issued.
- B. Any employees required to work office hours must have static office hours throughout each academic semester. Any changes to an employee's office hours must be submitted in writing or email to the Executive Administrative Assistant prior to the official change.
- C. Each UMSG employee should, as soon as possible, see to it that their office hours are posted.
- D. All employees must be able to complete the duties of their job description.

- E. Employees shall be able to hold meetings and office hours virtually pending approval from their supervisor and/or the President in order to satisfy all meeting and office hour requirements if necessary due to COVID-19.

ARTICLE IV: COMPENSATION

Section 1: CPI & Necessary Documentation

- A. During the Annual Budgetary Process, the pay rate of contractual employees shall be adjusted according to the Consumer Price Index to reflect the rate of inflation, unless the percent change in the Consumer Price Index is negative, in which case no changes to the pay rate of each position to reflect changes in the Consumer Price Index shall be made.
- B. Individuals who have been elected, hired, or appointed to a compensated position with UMSG, Inc. will not be considered employees of UMSG, Inc. and therefore may not assume the responsibilities of the position until all necessary documentation has been submitted to the Financial Affairs Office and, in the case of a student, the Financial Affairs Office has verified compliance with Article 2, Section 1, Subsection A, Lines a – d of these Employment Policies with the University of Maine Office of Student Records.

Section 2: Payroll Verification Forms

- A. Prior to the release of paychecks for UMSG each employee shall be required to obtain a Payroll Verification Form (PVF) signed by their direct supervisor, as outlined in Article 3, Section 2 above.
 - a. The President and Vice President of UMSG shall sign each other's PVF.

Section 3: Termination of Employment

- A. The employment of Constitutional Employees may only be terminated by following the appropriate procedures outlined in the UMSG Constitution for removal of officers. In the case of failing to meet the GPA requirement, the employee is disqualified from that process and subject to immediate removal.
- B. All non-contractual employees may be terminated from employment by their direct supervisor. Any notice of termination must be filed with both the employee and the Financial Affairs Office accompanied by a detailed account of the reasons for termination. This notice must also be reported to the GSS.
- C. Any contractual employee may only be terminated from employment as stated in their employment contract. If no such provision exists, breach of contract shall be an appropriate ground for termination. The contractual employee's direct supervisor is responsible for filing the notice of termination with both the employee and the Financial Affairs Office which will be accompanied by a detailed account of the reasons for termination. This notice must also be reported to the GSS.

- D. If any employee of UMSG is terminated as outlined above, said employee shall receive compensation for services provided to UMSG up until the day of termination.

ARTICLE V: EQUAL OPPORTUNITY

Section 1: Nondiscrimination & Harassment Policy

- A. UMSG prohibits discrimination on the basis of race, color, religion, creed, sex, age, marital status, national origin, mental or physical disability, political belief or affiliation, veteran status, sexual orientation, or gender identity or expression and any other class of individuals protected from discrimination under state or federal law in any aspect of the participation of, nominations of, or treatment of students or other individuals in its programs and activities, or in employment and application for employment. Furthermore, University of Maine policy includes prohibitions of harassment of students and employees, e.g., racial harassment, sexual harassment, and retaliation for filing complaints of discrimination, and UMSG actively complies with all University of Maine policies regarding harassment, as well as state and federal law.

ARTICLE VI: HIRING PROCESS

Section 1: Purpose

- A. It shall be the purpose of this section to guide the University of Maine Student Government in choosing new employees for student positions that fall vacant in a fair and efficient manner.
- B. No person shall be hired to a position with UMSG who has not been subjected to the hiring process outlined in this article.
- C. This document derives its legitimacy from the Standing Rules of the University of Maine General Student Senate.
- D. The UMSG President shall be considered the principal hiring officer. The President is responsible for drafting and presenting a hiring timeline to the GSS, as well as a list of positions being hired and reappointed before the process begins.

Section 2: Advertisement & Applications

- A. When a position is to be regularly hired the Director of Communications shall advertise the position in a clear and reasonable manner to the constituency for which that position is available.
- B. The deadline for applications shall be no less than one (1) week after the advertisement is posted.
- C. Applications to the position, in whatever form they may take, shall be submitted to the UMSG President and Executive Administrative Assistant (EAA).

- D. Members of the Hiring Committee may review submitted applications once provided to them by the UMSG President or EAA.

Section 3: Hiring Committees

- A. It shall be the purpose of the Hiring Committee to fairly and efficiently choose the best candidate for the position.
- B. The Hiring Committee shall be composed of not fewer than two (2) and not more than five (5) members, and of these members, at least one (1) must be a non-student employee of UMSG.
- C. The Hiring Committee may be composed of specific employees of UMSG, depending on the position being hired. Hiring Committees must comply with the following stipulations:
 - a. The Executive Administrative Assistant shall be a member of the VPSO, DOC, and Senate Clerk hiring committees.
 - b. The AVPFA shall be a member of the VPFA and VPSE hiring committees.
- D. In the event that either of the positions listed to be on the Hiring Committee in Subsection C, part (a) and (b) is vacant, the requirement does not apply.
- E. Having met these criteria, the remaining members of the Hiring Committee shall be selected on a volunteer basis from among Executives and non-student employees of UMSG.
- F. If fewer than two (2) or more than five (5) qualified individuals volunteer, the UMSG President shall appoint members to the Hiring Committee at their discretion, and that decision shall be final. The President may not appoint themselves.
- G. Should a potential conflict of interest arise, the affected Committee Member must notify the UMSG President as soon as possible. At the UMSG President's discretion, the committee member may be removed or replaced.
- H. The UMSG President shall determine the chair of each Hiring Committee. The chair shall be responsible for leading interviews, compiling notes, and delivering the committee's recommendation and vote tally to the UMSG President and EAA.

Section 4: Regular Hiring and Application Process

- A. The logistics of hiring shall be determined by the UMSG President, provided they are consistent with this document
- B. Either the EAA or the UMSG President shall handle availability polling of committee members and candidates, as well as interview scheduling.
- C. Either the EAA or the UMSG President shall maintain consistent communication and information sharing with candidates throughout the process.
- D. Once the application deadline has passed, the UMSG President and EAA shall review the application materials. Qualified candidates who have submitted all required materials shall proceed. Unqualified candidates shall be informed as to the reason why their application is invalid/incomplete.

- E. Once materials are reviewed, the UMSG President and EAA shall compile the application materials and interview questions for each committee.
- F. Once the application materials are compiled, the Hiring Committees, as determined by the UMSG President, shall be convened by their chairs and interview candidates as outlined in *Subsection 5* of this article.
- G. Once the Interview Process is complete, the hiring committee and UMSG President shall follow the Decision and Notification process as outlined in *Subsection 6* of this Article.

Section 5: Interview Process

- A. All applicants whose applications meet all necessary qualifications shall be eligible for an interview.
- B. Interviews shall be scheduled by either the UMSG President or EAA, and the Hiring Committee shall be made aware of interviews as dates and times are decided.
- C. Interviews shall consist of a list of questions decided upon prior to the start of interviews. These questions should be written by the UMSG President, with input from the Hiring Committee Chairs. Interviewers should strive to remain consistent in the questions they ask across candidates.
- D. Each interview shall conclude when the Hiring Committee has asked all the questions, and any additional questions the candidate may ask have been answered.
- E. Once the Interview Process is complete, the hiring committee and UMSG President shall follow the Decision and Notification process as outlined in *Subsection 6* of this Article.

Section 6: Decision, GSS Confirmation & Notification

- A. The Hiring Committee shall convene at least one final time to discuss who shall be recommended to the UMSG President for hire.
- B. Upon reaching a final decision, the Hiring Committee Chair shall report the recommended candidate's name and the vote tally to the UMSG President. The Chair shall also submit all interview notes and a written explanation outlining how and why the Committee reached its decision.
- C. If no applicant is deemed qualified for the position, the Hiring Committee may deny all applications and restart the Hiring Process.
- D. The UMSG President shall consider the recommendations of the hiring committees and serve as the final arbiter in determining who is recommended to the General Student Senate. All recommendations from the UMSG President must be accompanied by a resume, a cover letter, and, if applicable, the committee recommendation tally.
- E. The General Student Senate shall serve as the final arbiter of the hiring process and reserves the right to confirm or reject, by simple majority vote, any recommendation made by the UMSG President or a Hiring Committee. Should a recommendation be rejected, the UMSG President must present another qualified candidate at the next regular meeting for consideration.

- a. Upon confirmation of a candidate, all applicants shall be informed of the outcome of their application.
 - b. In the event that the candidate ultimately rejects the position, the UMSG President must present another qualified candidate at the next regular meeting of the GSS.
- F. The Hiring Committee shall dissolve after the selected candidate's acceptance of the position is confirmed.

Section 7: Reappointments

- A. The UMSG President shall have the authority to bypass the standard hiring process when the individual currently holding a position is eligible and willing to continue serving. This determination shall rest with the UMSG President and should be made on the basis of their job performance to date; however, the decision must be disclosed to the General Student Senate, which reserves the right to discuss the issue in executive session with the relevant officer excused.

Section 8: Irregular Vacancy Process

- A. Should a position become vacant outside of the regular annual hiring process due to resignation or termination, the UMSG President shall either convene a Hiring Committee in accordance with Article VI, Section 3 of this document, or put forward, a qualified candidate directly to the General Student Senate. This plan should be made clear to the Senate, and any such appointment shall be subject to the advice and confirmation of the General Student Senate and must be accompanied by a resume and cover letter.

ARTICLE VII: AMENDMENTS

Section 1: Amendment Approval

- A. A GSS Resolution amending these policies must pass with a 2/3rds majority to be approved. Any changes to these policies shall take effect immediately following passage by the President's Cabinet, provided a Veto is not exercised.