

HIRING AND EMPLOYMENT POLICIES

Of the University of Maine STUDENT GOVERNMENT, INC.

The following abbreviations are used throughout the policies:

University of Maine Student Government, Inc. – from here on written as “UMSG, Inc.”

Vice President for Financial Affairs – from here on written as “VPFA.”

Assistant to the Vice President for Financial Affairs – from here on written as “AVPFA.”

Division of Financial Affairs – from here on written as “DFA” (includes the VPFA, Assistant to the VPFA, FOA, Treasurer, and any Assistant Treasurers).

General Student Senate – from here on written as “GSS.”

Executive Budgetary Committee – from here on written as “EBC.”

Student Organization Recognition Policies – from here on written as “SORP Document.”

University of Maine - refers to the educational institution, located in Orono, Maine, recognized by the Government of the State of Maine.

ARTICLE 1

Definitions

- A) The term “employee” shall be defined as any person monetarily compensated by Student Government for services rendered to the organization.
- B) A “Constitutional Employee” shall be defined as a student employee of Student Government who maintains a position expressly outlined as an elected official in the Student Government Constitution.
- C) A “Regular Employee” shall be defined as a student employee of Student Government who maintains an appointed or hired position within Student Government.
 - i) Student Employees who hold Constitutional offices for Representative Boards or Community Associations are also considered “Regular Employees”.
- D) A “Contracted Employee” shall be defined as an employee of Student Government who maintains a position under contract for more than 6 months with Student Government.
- E) An “At Will Employee” shall be defined as an employee of Student Government who maintains a position on an at will basis under no contract with Student Government.

Revised 10/13/2020 per resolution 41S-POL-52-10-06-2020

Revised 4/30/13 per resolution 34S-74-4-30-13

Previous Revision 4/16/13 per resolutions 34S-65-4-16-13 & 34S-66-4-16-13

ARTICLE 2
Employee Guidelines

SECTION 1 – ALL STUDENT EMPLOYEES

- A) In order to be employed with UMSG, Inc., a student must meet the following requirements:
- i) — The student must be a Student Activity Fee paying member of the undergraduate student body.
 - ii) — The student must be enrolled in an undergraduate degree program.
 - iii) — The student must carry six (6) or more credit hours in each semester they are employed.
 - iv) — The student must have at least a 2.5 cumulative GPA during each semester they are employed based on the most recently closed academic semester. Semester as defined by the University of Maine Academic Policy; Spring, Summer and Fall.
- These policies cover all elected and appointed positions within UMSG, Inc.
- B) All Employees of UMSG, Inc. shall have a written job description. This job description will state the job title, the employee's direct supervisor, rate of pay, hours to be worked, and a detailed account of the duties required of the position. Job descriptions will be kept on file in the Financial Affairs Office and may only be amended by a majority vote of the GSS.
- C) An employee of UMSG, Inc. must be notified in writing of any resolution or motion to amend his/her job description prior to any vote on the matter by the GSS. The employee shall also be given an opportunity to speak on the resolution to amend his/her job description at the GSS meeting(s) at which the resolution or motion is considered.
- D) Performance evaluations must be performed on each employee by his/her direct supervisor twice per year, once in the fall semester and once in the spring semester. All evaluations shall be submitted to the President of UMSG, Inc. no later than November 30 of the fall semester and April 30 of the spring semester. Evaluations performed by the GSS must be performed in executive session at the last regular meeting of the GSS in November and April. Evaluations shall be permanently kept in the employee's file in the Financial Affairs Office.
- E) Performance evaluations may be performed on each direct supervisor by his/her employees twice a year. All evaluations shall be submitted to the President of UMSG, Inc. no later than November 30 of the fall semester and April 30 of the spring semester. All evaluations of this type are optional and anonymous. Evaluations shall be permanently kept in the employee's file in the Financial Affairs Office.
- F) 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, within the bounds of the office space allocated to them.
- G) Any individual may only hold one position within UMSG, Inc. for which the compensation is funded by the Student Activity Fee.
- H) No student employee's salary shall be adjusted to the Consumer Price Index (CPI).

SECTION 2 – CONSTITUTIONAL EMPLOYEES

- A) Job Descriptions of Constitutional Employees shall consist of no less than the responsibilities specifically laid out in the UMSG, Inc. 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, he/she 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, Inc. President may appoint an undergraduate, student activity fee paying student to fill the 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 President of UMSG, Inc.
- F) No constitutional employee's salary shall be adjusted to the Consumer Price Index (CPI).

SECTION 3 – REGULAR EMPLOYEES

- A) Creation of a new, non-Constitutional, Regular Employee position requires passage of a resolution in the GSS calling for such creation. This resolution will include the following otherwise it will be invalid:
 - i) The Job Title
 - ii) Pay rate
 - iii) Hours to be worked
 - ~~iv)~~ A complete and detailed account of the duties required of the position
- B) Changes to any part of a Regular Employee's Job Description must be approved by the GSS by means of resolution passed with a simple majority.

SECTION 4 – CONTRACTUAL EMPLOYEES

- A) The direct supervisor of all Contractual Employees shall be the President of UMSG, Inc. unless the position falls under a Division or Board of UMSG, Inc., in which case the head 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 adjusted to the Consumer Price Index (CPI).
- E) If any employment contract expires between July 1, 2013 and June 30, 2016, and if the contractual employees wish to pursue further contractual employment, then they will not receive merit pay increases in renegotiations of a new employment contract. After all employment contracts expire on June 30, 2016, no merit pay increases shall be granted to contractual employees for future employment contracts.

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 includes the following otherwise it will be invalid:
 - i) The Job Title
 - ii) Pay rate

- iii) Hours to be worked
- ~~iv)~~ A complete and detailed account of the duties required of the position
- B) Changes to any part of an At-Will Employee's Job Description must be approved by the GSS by means of resolution passed with a simple majority.

SECTION 6 – SERVICE EMPLOYEES

- A) Hiring of Service Employees will be done on a need basis.
- B) Provided funds are budgeted for the service to be provided, 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) Said Executive Officer shall be the direct supervisor of the Service Employees. As such, he/she shall handle all questions relating to the manner in which the service is provided.
- D) Provided no funds are budgeted, the GSS must approve the hiring of any Service Employee(s). This approval must be accompanied by a contract for the services provided as well as the name of a direct supervisor to the Service Employee(s).
- E) No action of any person belonging to UMSG, Inc. shall attempt to force Service Employee(s) to act contrary to the obligations and requirements they have to the organization providing the service to UMSG, Inc.
- F) Employment of Service Employees will terminate once the service has been provided.

ARTICLE 3 ***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) as a whole.
- B) For Division Vice Presidents, the President of UMSG, Inc. shall serve as the direct supervisor.
- C) For an appointed or hired position within a Division of UMSG, Inc., the Vice President of the Division to which the employee belongs 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 an appointed or hired position within a Representative Board of UMSG, Inc., the President of the Board to which the employee belongs shall serve as the direct supervisor.
- F) For all Regular Employees who do not belong to any subdivision of UMSG, Inc., the Vice President of UMSG, Inc. shall serve as the direct supervisor.

SECTION 2 – TIME WORKED

- A) Any employees required to work office hours must verify that they have completed all time requirements to receive full payment by completing a 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 Senate Administrative Aide, prior to the official change.
- C) Each UMSG, Inc. employee should, as soon as possible, see that his/her office hours are posted in their respective office(s).
- D) All employees must be able to complete the duties of their job descriptions.
- E) The (UMSG paid position) 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 4 ***Compensation***

SECTION 1 – COMPENSATION

- A) Each fiscal year the pay rate of each position 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, Subsections i) – iv) 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, Inc., 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.
 - i) The President and Vice President of UMSG, Inc. 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, Inc. Constitution for removal of officers. In the case of a GPA requirement breach, the employee is disqualified 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. Said notice will also be reported to the GSS.
- ~~C) Any contractual employee may only be terminated from employment as stated in his/her employment contract. If no such provision exists, breach of contract shall be appropriate grounds 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. Said notice will also be reported to the GSS.

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

ARTICLE 5

Nondiscrimination & Harassment Policy

UMSG, Inc. 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, Inc. actively complies with all University of Maine policies regarding harassment, as well as state and federal law.

ARTICLE 6

Amendments

Amendments to these policies must be made by a resolution introduced to the GSS. Said resolution must pass by a 2/3 majority to be approved. Any changes to these policies shall take effect immediately following the meeting of the President's Cabinet at which the resolution amending the policies is considered, provided a veto by the Cabinet is not exercised

ARTICLE 7

Hiring Policy

SECTION I - PURPOSE OF THE HIRING POLICY

- A) It shall be the purpose of this document to guide the University of Maine Student Government, Inc., (hereafter called "UMSG") in choosing new employees for student positions which may fall vacant in a fair and efficient way.
- B) No person shall be hired to a position with UMSG who has not been subjected to the process as written here.
- C) This document derives its legitimacy from the Standing Rules of the University of Maine General Student Senate, which itself derives its legitimacy from the will of the Undergraduate Student Body at the University of Maine.
- D) This document shall be amendable by the General Student Senate by motion thereto with no previous notification and with no other special restrictions.

SECTION II -ADVERTISEMENT, APPLICATIONS & COLLECTION OF APPLICATIONS

- A) When a position within UMSG falls vacant, 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 to the position in question (hereafter called "the position" or "position") shall be no less that one (1) week after the advertisement is posted.
- C) Applications to the position, in whatever form they may take, shall be submitted to the Executive Administrative Assistant.
- D) No member of the Hiring Committee shall review submitted applications in any way or form before the deadline passes and the Hiring Committee has convened for the purposes of reviewing applications.

SECTION III - HIRING PROCESS

- 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 three (3) members of these members, at least one (1) must be a non-student employee of UMSG. This may include but shall not be limited to the Executive Administrative Assistant or UMSG Attorney.
- C) The Hiring Committee may be composed of different employees of UMSG depending on the position. The membership of the Hiring Committee in certain specific cases shall comply with the following stipulations.
 - i. The Executive Administrative Assistant shall be a member of the Hiring Committee for the position of Vice President for Student Organizations, Director of Communications, and Senate Clerk.
 - ii. The Assistant to the Vice President for Financial Affairs shall be a member of the Hiring Committee for the position of Vice President for Student Entertainment.
 - iii. The Assistant to the Vice President for Financial Affairs shall be a member of the Hiring Committee for the position of Vice President for Financial Affairs
- D) In the event that any position listed to be on the Hiring Committee in paragraph C, subparagraph (i) through (iii) are vacant; those particular positions shall not be required to be a part of the Hiring Committee.
- E) Having met these criteria, the remaining membership of the Hiring Committee shall be determined on a volunteer basis among Executives and non-student employees of UMSG. If there are fewer than two (2) or more than three (3) valid and willing individuals, then the President of UMSG shall appoint members to the Hiring Committee at his or her discretion, and this decision shall be final. In that case, the President may not appoint him or herself to the Hiring Committee.
- F) First Screening
 - i. After the deadline for applications to the position as passed, the Hiring Committee shall convene to screen applications. This meeting or series of meetings shall hereafter be called the "First Screening".
 - ii. During the First Screening, the Hiring Committee shall consider all valid applications to the position. Names and all other identifying information shall be removed from the application by the employee to whom applications were submitted pursuant to Part Section II, paragraph A.

Student members of the Hiring Committee shall not see any of this identifying information during the First Screening.

- iii. The First Screening shall conclude when the Hiring Committee has removed any and all applications which it does not wish to consider further. All other applications shall move on to the Interview Process.

G) Interview Process

- i. All applicants whose applications were not removed during the First Screening (hereafter referred to as "Screened Applicants" or "Screened Applicant") shall be eligible to participate in the Interview Process.
- ii. The Hiring Committee shall contact all Screened Applicants and conduct an interview with them. The interviews shall consist of a list of questions which the Hiring Committee sees fit to ask, and the questions may vary from one interview to another. Every Screen Applicant must be interviewed.
- iii. The interviews with each Screened Applicant shall be concluded when the Hiring Committee has asked all of the questions which it wishes to ask and has learned that it cares to learn about the Screen Applicant and their qualifications.

H) Decision and Notification

- i. The Hiring Committee shall convene at least once more to discuss who shall be hired to the position.
- ii. Once the Hiring Committee comes to a decision, the Hiring Committee shall be disbanded, and the President of UMSG shall notify all Screened Applicants as to the outcome of their application.
- iii. If no applicant is deemed qualified for the position, the Hiring Committee shall have the option to deny all applications and begin the hiring process again. Another advertisement and collection period shall commence, the Hiring Committee shall be reformed, and the process shall continue as written here as if there had been no previous hiring process for the position beginning with Section iv.
- iv. If the selected candidate denies the position, the Hiring Committee shall meet again to hire a different Screened Applicant to the position.