



ASSOCIATED STUDENTS, INCORPORATED  
 CALIFORNIA STATE UNIVERSITY, LOS ANGELES  
 ADMINISTRATIVE MANUAL

# ASI Officer Performance Review & Removal Procedure

Policy 020

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1.0 PURPOSE:  
 To develop leadership and accountability through the process of performance [feedback](#) and review within ASI. To [also](#) establish procedures to fairly manage the performance review or removal of elected or appointed student officers.

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- 2.0 REFERENCES:
- [ASI Bylaws](#)
  - [ASI Codes of Procedures](#)
  - [ASI Application Overviews & Position Descriptions](#)
  - [ASI Attendance & Absenteeism Policy](#)
  - [ASI Ethics Policy](#)

### 3.0 POLICY REGARDING PERFORMANCE EXPECTATION AND MANAGEMENT

#### 3.1 [Member Performance Management Training](#)

3.1.1 [ASI elected and appointed members are required to participate in summer trainings, orientations, and meetings once their term or appointment begins the first day of the Summer intersession. These trainings will orientate members regarding the purpose of the organization and how their position and specific responsibilities are essential to the organizations success.](#)

##### 3.1.1.1 [Summer Meetings & Leadership Trainings](#)

3.1.1.1.1 [A summer meeting and training schedule will be shared at the new member orientation after the election. Full participation is required.](#)

##### 3.1.1.2 [Mid-Year Training](#)

3.1.1.2.1 [The Mid-Year Training Meeting occurs the weekend prior to the beginning of the spring semester.](#)

##### 3.1.1.3 [Member Orientation](#)

3.1.1.3.1 [Once appointed to a major position or committee appointees are required to participate in an ASI Orientation organized by the Election and Orientation Commissioner and Secretary Treasurer.](#)

##### 3.1.1.4 [Regular Direct Report Meetings](#)

3.1.1.4.1 [A regular meeting between the Direct Report and respective ASI Member must be set one week after appointment. The meeting frequency will be determined at the first meeting but must/should happen at least once a month.](#)

3.1.1.4.2 [A meeting status report will be filled out and signed by each in attendance.](#)

#### 3.2 [Meeting and Training Attendance Expectations](#)



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3.2.1 Members attendance is an essential requirement of each position to ensure the governance of the corporation. Attendance will be tracked by the Secretary Treasurer and reported to the Executive Committee on a biweekly basis.

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3.2.2 Attendance at leadership trainings will be equal to the value of a biweekly report during a given GIA Payment window.

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3.2.3 Request to miss a meeting or training must be provided in advance to the ASI President or committee chairperson, committee recording secretary, Secretary Treasurer, along with cc'ing the Executive Director and ASI support staff.

3.3 Bi-weekly Report, Meeting Status Report, and State of Affairs Reports

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3.3.1 ASI Members will submit regular meeting status reports documenting the scope of their work and progress towards accomplishing sort and long-term goals based on the GIA payment schedule.

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3.4 Meeting Behavior

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3.4.1 Use of electronic devices should be limited to committee items or in case of emergencies.

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3.4.2 Committee Members should review supplementary documents in advance and arrive prepared for meetings

3.4.3 Chairs should prepare Agendas for their Committee Meetings at least 72 hours in advance and prepare supplementary documents at least 24 hours in advance

3.4.4 Be in your seats during the assigned start time of the committee. Committee Members who arrive late/ miss a committee member must notify the committee chair at least 24 hours in advance to constitute an "excused" designation. The only exception is medical and family emergencies.

3.4.5 Committee members are expected to engage and contribute during the meetings.

3.5 Office Usage

The ASI office is a professional environment, and in order to maintain such a classification, ASI members must follow the guidelines provided below.

3.5.1 ASI members are not allowed to sleep and speak foully in the common area of the ASI office.

3.5.2 ASI members must handle ASI Property with care.

3.5.3 ASI members are responsible for cleaning up after themselves after using the ASI Office

3.5.4 ASI members are allowed to use the office printer primarily for ASI business. ASI members must use their own printing code. ASI members are responsible for attaining their own printing code from the ASI Office Manager

3.5.5 To ensure fairness and the integrity of the ASI General Election process, access to the ASI Office is limited during election season to comply with the Elections Committee Code of Procedures Policy 004.

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4.0 POLICY & PROCES REGRDING PERFORMANCE REVIEW AND REMOVAL

4.1 Any appointed or elected ASI members may be subject to a performance review, probation, or removal from office for failure to judiciously complete assigned duties outlined in position descriptions, ASI Policies and specific Codes of Procedures.

4.2 The performance review or removal process shall begin at the Direct Report level and be reviewed at the Executive Committee level and shall follow the process outlined below:

4.2.1 The Direct Report and ASI Support Staff should meet to review any supporting documents and discuss experiences that would support



possible removal (i.e. meeting status reports, biweekly report, emails, etc.)

4.2.2 All recommendations are to be submitted in writing and reviewed by the ASI President and Executive Director/staff before being shared with the officer in question.

i. Performance Review Meeting: A Direct Report will conduct a Performance Review Meeting where the Direct Report will outline the concerns regarding the individual and plans of action on how to resolve the concerns. The Direct Report will send a summary e-mail of the conversation within 48 hours of the performance review meeting.

DAVID has suggested the following:

Remove performance review meeting section

Make Performance warning step the first step. Performance warning is issued and incorporates evidence gathered from status reports, biweekly's, etc. The Direct Report issues the performance warning and makes it clear to the reportee that it's time to clean up their act or disciplinary action will follow. The President and Executive Director are present in the meeting with the direct report and person receiving the performance. After 5 business days, a follow-up meeting will be done to see if the individual has achieved the expectations set by the direct report. The President & Executive Director will be present in the meeting. If the Direct Report determines that the performance fulfilled the expectations set out, then business continues as normal. If the Direct Reports determines that the expectations were not met, the student is put on probation. Soon after, an Executive meeting will be held where the committee will use the evidence provided by the Direct Report to see if a removal is justified or if another disciplinary action is needed. Requires a 2/3 vote from the Executive Committee and their recommendation is sent to the Board of Directors where they reaffirm the decision of the Executive Committee (requires majority vote). If the Executive Committee votes to remove someone, that person is removed immediately unless the Board overturns the vote of the Executive Committee.

- II. **Performance Warning:** Any appointed or elected ASI officer may receive a written performance warning from her/his Direct Report.
  - i. The written warning must outline concerns, expectations, and a timeline for accomplishing said task or expectations, which shall not exceed ten (10) business days.
  - ii. The Direct Report shall schedule a meeting within five (5) business days after the warning period. If said task(s) or expectation(s) were completed within the ten (10) business days, the performance review process shall conclude.
  - iii. A student officer may receive up to two (2) Performance Warnings in an academic school year. Any subsequent Performance Warning shall be automatic Probation.

III. **Probation:**



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- i. If the assigned task(s) or expectation(s) are not met within the ten (10) business day Performance Warning Period or if the student officer receives more than two (2) Performance Warnings in an academic school year, they shall be placed under Probation.
- ii. While under Probation, the officer shall have a period of ten (10) additional business days to fulfill the assigned tasks and expectations as listed on the Performance Warning.
- iii. At the end of the ten (10) business day Probation period the Direct Report shall schedule a meeting with the student officer, the ASI President, and Executive Director to determine whether the assigned tasks were successfully accomplished.
- iv. If the student fails to meet the expectations listed on the Performance Review, the Direct Report shall recommend the removal of the officer to the Executive Committee.
- v. If the Executive Committee finds the officer failed to accomplish the assigned responsibilities by a two-thirds (2/3) majority, it shall send a recommendation for the removal of said officer to the Board of Directors.
- vi. If a student officer is placed on Probation more than once in an academic school year, the Direct Report shall recommend their removal to the Executive Committee without having to grant the additional ten (10) day Probation period. Under these circumstances, the Executive Committee may choose to grant a ten (10) business day Probation period or recommend their removal to the Board of Directors

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IV. **Removal Process:** Upon receiving a recommendation from the Direct Report for the removal of an officer, the Executive Committee shall review the documentation surrounding the officer's performance.

- i. Based on the written information the Executive Committee can approve a student officer's removal by a two-thirds vote (2/3). Once a decision to remove has been determined the student must stop working on behalf of ASI. All work completed up until that date will be honored when it comes to their final GIA payment.
- ii. The matter will automatically be forwarded to the Judicial Review Committee for review and the result reported to the BOD as an information item.
- iii. The JRC will review the matter to ensure all procedural expectations were satisfied. If it is determined that procedures were not appropriately followed the JRC will inform the Executive Committee and BOD.
- iv. The Board of Directors shall take action on said removal no later than two (2) weeks after receiving the recommendation from the JRC.
- v. A majority vote by the Board of Directors shall overturn the removal of the officer.

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V. **Immediate Removal:** Depending on the severity of an infraction, behavior, or level of performance, any officer may be placed for immediate removal without warning.

- i. Under the aforementioned circumstances, any student may be recommended for immediate removal.
- ii. Consideration for removal will be based on review of written documentation informed by item(s) above.



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iii. This recommendation shall have the written approval of the Direct Report, ASI President.

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**VI. Grievance & Hearing Procedures:**

i. Per the ASI Bylaws the Judicial Review Committee hears and resolves all grievances between members of the Associated Students, Inc. and the Board of Director's.

ii. Once a removal has been acted upon and supported by the Executive Committee a plaintiff may file a grievance through the JRC to challenge only procedural issues that may be in conflict or contrary to approved policies as outlined in the ASI Bylaws, Article IX, Section 7:

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Clause 2. Review. Any decision of the Board of Directors is subject to review in the following manner:

- A. The Board of Directors, by a majority vote, may present matters to the Judicial Review Committee.
- B. The Associated Students, Inc. President or the Chief Justice shall be obligated to convene a Judicial Review Committee upon receipt of a petition requesting such an action containing seventy-five (75) student signatures, with permanent file numbers, verified by the University Registrar.

Clause 3. Power. The Judicial Review Committee, after appropriate legal consultation, shall have the power to declare corporation actions contrary to the Articles of Incorporation, Bylaws, or any Code. Such declarations shall then be referred to the Board of Directors for immediate remedial action pursuant to Article VI, Section 1, Clause 1.

Clause 4. Procedures. The Judicial Review Committee shall:

- A. Establish its own Code of Procedures. This code shall be approved by the Associated Students Board of Directors.
- B. Submit its decisions in writing to the Associated Students Board of Directors for appropriate action and inclusion in the official minutes.


Clause 4. Work Completed:

- A. If removal is overturned the student officer will not be penalized for the work missed and will be entitled to their full GIA payment.

Policy History:

- Approved: 11/21/13
- Pending: ??? 2018

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