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ADMINISTRATIVE MANUAL

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# A.S.I. Officer Performance Review & Removal Procedure

Policy 020

1.0 PURPOSE:

To develop leadership and accountability through the process of performance review within A.S.I. To establish procedures to fairly manage the performance review or removal of elected or appointed student officers.

2.0 REFERENCES:

- A.S.I. Bylaws
- A.S.I. Codes of Procedures
- A.S.I. Application Overviews & Position Descriptions
- A.S.I. Attendance & Absenteeism Policy

3.0 POLICY:

- A. Any appointed or elected A.S.I. members may be subject to a performance review, probation, or removal from office for failure to judiciously complete assigned duties.
- B. 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:
- C. All recommendations are to be submitted in writing and reviewed by the A.S.I. 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.
  - II. **Performance Warning:** Any appointed or elected A.S.I. 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:

- 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 A.S.I. 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

III. **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 A.S.I. 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 B.O.D. 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 B.O.D.
- 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 two-thirds vote (2/3) by the Board of Directors shall overturn the removal of the officer.



IV. **Immediate Removal:** Depending on the severity of an infraction, behavior, or level of performance, any officer may be placed for immediate removal without warning. 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.
- iii. This recommendation shall have the written approval of the Direct Report, A.S.I. President.

V. **Grievance & Hearing Procedures:**

- i. Per the A.S.I. 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 A.S.I. Bylaws, Article IX, Section 7:

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.

