



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

ASI Officer Performance Review & Removal Procedure

Policy 020

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.

- 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](#)

- 1 of 4 -

ASI Officer Performance Review & Removal Procedure - Policy 004

Deleted: <object>

Deleted: .

Deleted: .

Deleted: .

Deleted: .

Deleted: .

Deleted: .

Deleted: .

Deleted: .

Deleted: .

Deleted: .

Deleted: .

Deleted: .

Deleted: .

Deleted: .

Deleted: .

Deleted: .

Deleted: .

Deleted: .

Formatted

Formatted

Formatted: Font: Century Gothic, 10 pt

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted



Deleted:

Deleted: .

Deleted: .

Deleted: .

ASI

ASI

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

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.

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

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

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.

3.3.2 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.

3.4 Meeting Behavior

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

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.

4.0 POLICY & PROCES REGRDING PERFORMANCE REVIEW AND REMOVAL

- 2 of 4 -

ASI Officer Performance Review & Removal Procedure - Policy 004

Formatted: Font: (Default) Century Gothic, 10 pt, Font color: Red

Formatted: Font: (Default) Century Gothic, 10 pt, Font color: Red

Formatted

Formatted

Formatted

Formatted

Formatted

Formatted: Indent: Left: 1"

Formatted

Formatted: No bullets or numbering

Deleted: :¶



Deleted:

Deleted: .

Deleted: .

Deleted: .

ASI

ASI

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.

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:

4.1.1 Building the Case: 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.) 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.

4.1.2 Performance Warning: Any appointed or elected ASI officer may receive a written performance warning from her/his Direct Report.

4.1.2.1 The written warning must outline concerns, expectations, and a timeline for accomplishing said task or expectations, which shall not exceed ten (5) business days.

4.1.2.2 The President and ASI Support Staff must be present in the meeting.

4.1.3 Remediation Meeting: 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, this process concludes. If not, the performance warning and all supporting document is forwarded to the ASI President for a special Executive Committee Meeting

4.1.4 Executive Committee Hearing: The Executive Committee will hold a hearing where they will review the evidence provided by the direct report, will allow both sides to present their case, and then take disciplinary action which includes putting the officer on probation or removal of the officer

4.1.5 Judicial Review Committee: The Judicial Review Committee will review if the process was followed according to policy.

4.1.6 Board of Directors Meeting: The Board of Directors will have an opportunity to either reaffirm or overturn the decision of the Executive Committee

4.1.7 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

Deleted: .

Deleted: .

Deleted: .

Formatted: Font: Century Gothic

Formatted: Header, Left, Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Tab after: 1" + Indent at: 1", Tab stops: Not at 0.75"

Deleted: ¶

Formatted: Font: Century Gothic

Formatted: Header, Left, Indent: Left: 1", No bullets or numbering, Tab stops: Not at 0.75"

Deleted: ¶

Formatted: Font: Century Gothic

Formatted: Header, Left, Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1" + Tab after: 1.5" + Indent at: 1.5", Tab stops: Not at 0.75"

Deleted: <#>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.¶

Formatted: Font: (Default) Century Gothic, 12 pt

Formatted

Formatted

Formatted: Header, Left, Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1" + Tab after: 1.5" + Indent at: 1.5", Tab stops: Not at 0.75"

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Header, Left, Right: 0.25", Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1" + Tab after: 1.5" + Indent at: 1.5", Tab stops: 7.25", Left + Not at 7.63"

Formatted: Font: Not Bold

Formatted: Font: Century Gothic, 11 pt, Bold, Underline

Formatted: Font: Century Gothic



Deleted:

Deleted: .

Deleted: .

Deleted: .

procedural issues that may be in conflict or contrary to approved policies as outlined in the ASI 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.

4.1.8

Policy History:

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

- 4 of 4 -

ASI Officer Performance Review & Removal Procedure - Policy 004

ASI

ASI

Formatted: Header, Left, Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1" + Tab after: 1.5" + Indent at: 1.5", Tab stops: Not at 0.75"

Deleted: <#>¶

Formatted: Font: (Default) Century Gothic, 12 pt

Formatted: Normal, No bullets or numbering, Tab stops: 1.13", Left

Deleted: <#>¶

<#>**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.¶

Formatted: Font: (Default) Times, Font color: Black

Deleted: 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,...

Formatted: Font: (Default) Century Gothic, Font color: Red

Deleted: <#>Performance Warning: Any appointed or elected A.S.I. officer may receive a...

Deleted: <#>Probation: ¶

Deleted: <#>Removal Process: Upon receiving a recommendation from the Direct Report for the...

Deleted: Grievance & Hearing Procedures.¶

Formatted: Font: Bold, Underline

Formatted: Font: Century Gothic, 11 pt

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: Century Gothic, 11 pt

Formatted: Font: Century Gothic



Deleted:

Deleted: .

Deleted: .

Deleted: .