



Associated Students, Incorporated
California State University, Los Angeles

Employee Handbook Personnel Committee Code of Procedure

Policy 101

ARTICLE I

AUTHORITY AND FUNCTION

~~This Code shall articulate the purpose of the Personnel Committee of the Associated Students of California State University, Los Angeles, Incorporated (ASI). The Personnel Committee is a recommending body charged with the responsibility to review the corporation's employee policies, ensure a fair and equitable hiring practice, and assist in the hiring the full-time staff for the corporation.~~

~~In accordance with Title 5 of the Administrative Code of the State of California, Policy and Directives of the Board of Trustees of the California State University, Policies of the University, the Articles of Incorporation, and the ASI Bylaws, The Personnel Committee shall be charged with the authority to:~~

- ~~A. Act on behalf of the Board of Directors (BOD) in all matters concerning employees of the corporation. Such actions shall be reported to the Board of Directors. Make policy recommendations to the BOD on issues pertaining to personnel.~~
- ~~B. Make an recommendations to the BOD regarding changes in the level of budgetary support for ASI employees.~~
- ~~C. Hear recommendations from the Executive Director regarding the staffing structure and needs of ASI and approve recommendations for the creation of new full-time staff positions.~~
- ~~D. Serve as the search committee for full-time professional employee hiring (procedures below) or delegate search functions to the Executive Director.~~
- ~~E. Assist the ASI President and the AVP/Dean of Students in conducting the annual performance review of the ASI Executive Director.~~

ARTICLE II

MEMBERSHIP

Section 1- Membership

The Personnel Committee shall be composed of:

- ~~A. ASI Chief of Staff, who shall serve as chair~~
- ~~B. ASI President~~
- ~~C. ASI Vice President for Administration~~
- ~~D. ASI Vice President for Academic Governance~~
- ~~E. ASI Vice President for Finance~~
- ~~F. ASI Vice President for External Affairs and Advancement~~
- ~~G. Two (2) members of the BOD selected by the ASI President and approved with a simple majority consent of the BOD~~
- ~~H. ASI Executive Director (non-voting)~~
- ~~I. A representative from the University's Office of Human Resources Management (non-voting)~~
- ~~J. University President or designee (non-voting)~~

Section 2 – Quorum

Quorum shall be defined as a simple majority of the seated voting membership of the Personnel Committee. The chair shall be counted for the purpose of establishing quorum.

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Section 3 – Responsibilities of the Chair

- A. The Chair shall vote only in the event of a tie.
- B. ~~The Chair shall, with the ASI Executive Director, establish the agendas for the Personnel Committee.~~
- C. ~~The Chair shall record and submit the minutes of the Committee meetings.~~
- D. The Chair shall report on the actions and recommendations of the Personnel Committee to the BOD and other standing committees, as needed.

Section 4 – Removal of Appointed Members

Any appointed member may be removed from the committee on a recommendation from the Chair to the Board of Directors for more than two (2) consecutive unexcused absences, three (3) unexcused absences, four (4) unexcused tardies, or four (4) unexcused early departures during any one semester.

ARTICLE IV

MEETINGS

Section 1 – General Meetings

The Personnel Committee shall meet at least once a month and may be called more often as needed.

Section 2 – Special and Emergency Meetings

The Personnel Committee may meet on a special and emergency basis. When a special meeting is necessary, the Chair shall call the meeting through a written notice to all members no less than twenty-four (24) hours prior to the meeting. In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, a legislative body may hold an emergency meeting without complying with either the 24-hour notice requirement or the 24-hour posting requirement, or both.

Emergency situations are defined in the Gloria Romero Open Meeting Act of 2000. An emergency meeting may be called by the Chair, upon the recommendation of the Executive Director, or through a request by three (3) voting members of the Committee.

ARTICLE V

AMENDMENTS

Proposed amendments to these codes shall be reviewed and voted upon by the Personnel Committee, then a recommendation shall be forwarded to the Board of Directors for final approval with a 2/3 vote to confirm the amendments.

Policy History:

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|-----------|---------------|-------------|-------------------|
| Approved: | January 1967 | Amended: | November 1988 |
| Amended: | December 1971 | Amended: | March 1998 |
| Amended: | April 1972 | Recodified: | May 1999 |
| Amended: | June 1977 | Amended: | April 2001 |
| Amended: | April 1980 | Amended: | November 2009 |
| Amended: | March 1982 | Amended: | February 28, 2013 |
| Amended: | April 1982 | Amended: | October 8, 2015 |
| Amended: | October 1982 | Amended: | September 7, 2017 |
| Amended: | April 1973 | Revised: | TBD |

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 It is the responsibility of the Personnel Committee to facilitate the evaluation of all full-time professional staff. Evaluations shall be consistent with the ASI policy on performance appraisals. The ASI President, Vice President for Administration, Executive Director, Dean of Students, and HR Representative will coordinate and distribute an Appraisal Timeline by the last Personnel Committee meeting of the Fall Semester. The Director of Human Resources Management or designee will assist with any and all personnel related actions involving evaluations, merit awards, and disciplinary actions taken by the committee.

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ARTICLE III – ADMINISTRATIVE PERSONNEL POLICIES

Section 1 – ASI Personnel Policy
 The Personnel Committee shall make recommendations for the modification of the ASI Administrative Manual to the BOD as it relates to ASI Human Resources to ensure compliance with the rules and regulations concerning Student Body Auxiliary funds.

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Monthly meetings are sufficient for the Personnel committee, unless ASI is hiring staff or working on policy revisions, in which case more meetings may be called.