

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE**

PERSONNEL POLICY

SUBJECT: Board of Directors Approval Requirements for Human Resources Actions

REFERENCES: Human Resources Related Items Requiring Board of Directors Approval

POLICY: The University Student Union Board of Directors shall be responsible for approving the following human resources-related actions:

1. The establishment of Regular employment positions;
2. Non-legally-mandated human resources policies;
3. Changes in Regular employment position salary ranges resulting from changes to the CSU salary schedule and excluding salary changes resulting from reclassification, equity increases and salary adjustments;
4. Non-mandatory employee benefits.

The University Student Union Executive Director /designee shall be responsible for approving and implementing the following human resources-related actions:

1. The establishment of Student Assistant employment positions;
2. Recommendations for Regular employment position reclassifications, changes in job titles, equity increases and salary adjustments;
3. Student Assistant position reclassifications.

The University Student Union Executive Director/designee shall be responsible for sharing information regarding administrative action taken for which Board of Directors approval is not required to the Personnel Committee and the Board of Directors.

*Recommended by the Personnel Committee on December 3, 2014
Approved by the USU BOD on January 26, 2015*