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;

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