ASOSU Student Government

Employment & Operations Manual

Last Updated 9/17/25

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Manual Overview

Introduction to & Purpose of this Manual

Welcome to the Associated Students of Oregon State University, or ASOSU! ASOSU is the recognized student government for the Corvallis campus.

The ASOSU Student Government Employment & Operations Manual has been created to provide student employees and officers of the Associated Students of Oregon State University with a documented guide containing employment information, expectations, and guidelines to be best equipped for work throughout the term of employment. This manual organizes policies and procedural information as it relates specifically to the operations of the ASOSU. All ASOSU student government employees should thoroughly review and understand the contents of this manual prior to assuming their job responsibilities. For questions about any contents of this manual, please direct them to asosu@oregonstate.edu.

The ASOSU is an important organization on campus and ASOSU student leaders serve as role models representing the Corvallis campus student body and Oregon State University. Understanding the scope of ASOSU officer positionality within the institution and the expectations that come with this leadership role will help ensure a successful year within ASOSU.

Mission, Vision, and Structure of the ASOSU Student Government

ASOSU Student Government Mission Statement

ASOSU is every student at Oregon State University. We exist as an organization to promote academic excellence, encourage the intellectual, social, cultural, and physical development of the student body, and enable the student body to assert its varied interests as citizens and members of the academic community through democratic representation.

ASOSU Student Government Vision Statement

We believe a better campus, a better community, a better experience happens when we come together. You are a student. You have a Voice. Make it known.

ASOSU Code of Conduct

The ASOSU Code of Conduct is a foundational document within student government which outlines peer accountability processes and expectations for ASOSU Officers. While some content in the ASOSU Code of Conduct may be similar to the ASOSU Employment & Operations Manual, the ASOSU Code of Conduct serves as a behavioral guide rooted in the values and interpersonal responsibilities inherent to ASOSU as a student-led organization.

These two documents operate at distinct and complementary levels. The ASOSU Employment & Operations Manual is annually updated and stewarded by the ASOSU Advising Team and provides a comprehensive overview of essential policies – from federal and state regulations to university policies and guidelines – alongside an OSU employment framework. In comparison, the ASOSU Code of Conduct is authored and maintained by ASOSU Officers, reflecting the organization's commitment to centering a culture of integrity, respect, and collaboration among fellow student employees. Together, these documents offer a holistic approach in guiding student staff throughout their time in ASOSU. Students are encouraged to engage with both documents to ensure alignment with organizational expectations, and to contribute meaningfully to the mission and values of the ASOSU Student Government.

**Note that the current ASOSU Code of Conduct is under review as a part of the 2025 ASOSU Comprehensive Program Review. The current document can be found here and is currently undergoing revisions towards eventual adoption:* ASOSU Code of Conduct

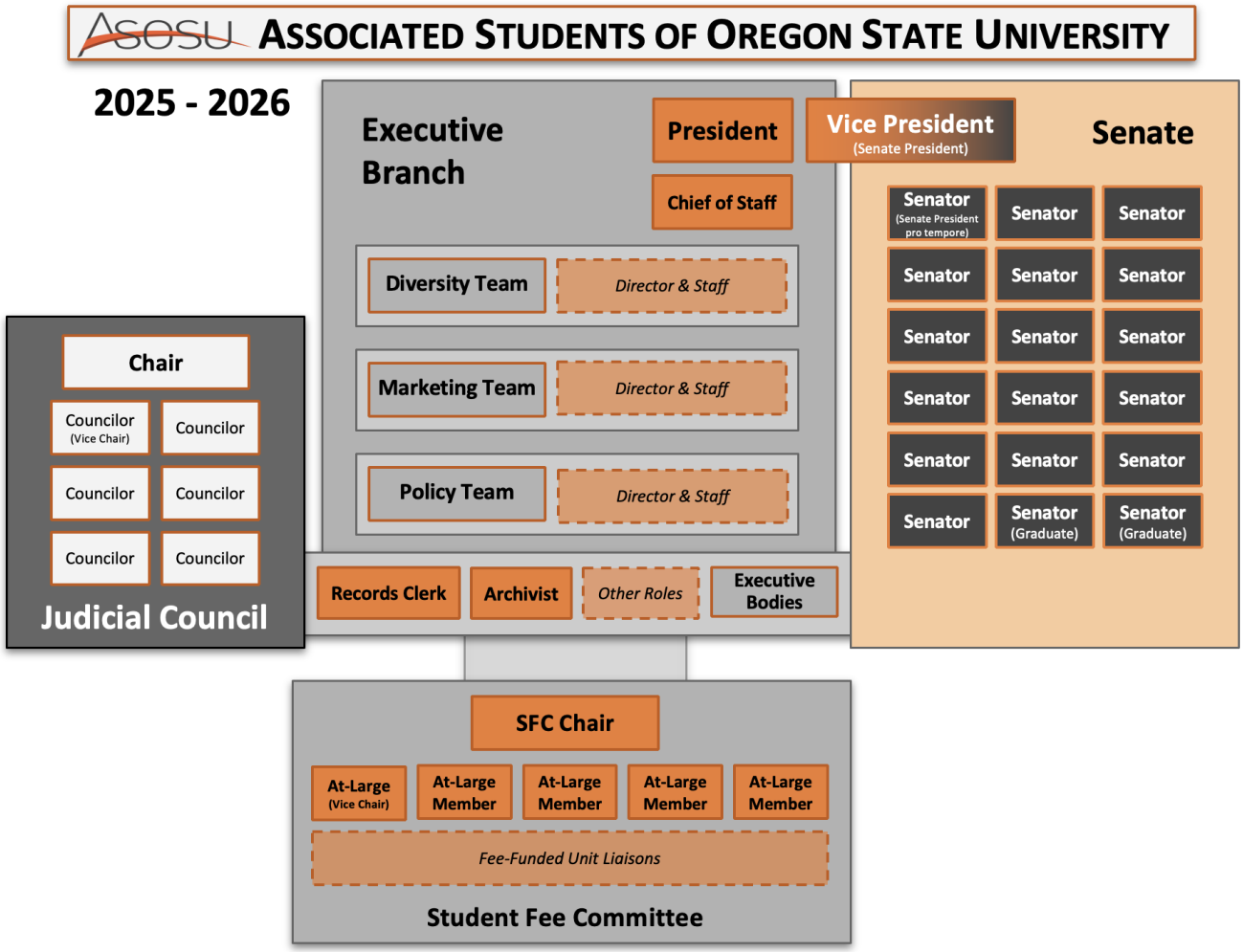
Student Bill of Rights

OSU has twelve established student rights, originally adopted in the late 1960s due to advocacy efforts of the ASOSU. These rights include due process in all university disciplinary processes, an equal opportunity to learn, and grading in accordance with the course syllabus.

Oregon State University students have the right to...

1. Express differing opinions and dissent on campus.
2. Associate and assemble to collectively express, promote and defend common interests.
3. Exercise the practice of religion free from discrimination.
4. Academic advising that is accurate and can be relied upon for progress towards graduation.
5. Have their voice heard in all university policymaking decisions that impact students.
6. A campus free of discrimination and harassment based on one's race, color, gender identity or expression, religion, age, national origin, disability, marital status, parental status, sex, sexual orientation, genetic information or veteran status.
7. Complete a course of study should the university discontinue a course of study.
8. Due process in all university disciplinary processes.
9. An equal opportunity to learn and to participate and benefit from the academic community.
10. Meet with and engage with course instructors and professors during their office hours.
11. The protection of student educational records and confidential information.
12. Be graded in accordance with the course syllabus and the quality of their work.

ASOSU Student Government Structure



ASOSU Student Government is organized into three branches in order to best serve and represent OSU Corvallis campus students. The above structure is subject to change by members within the ASOSU Student Government.

Workplace Policies & Expectations

Listed below are key employment policies for all employees working in ASOSU Student Government. ASOSU prides itself on providing a platform for all OSU Corvallis campus students to advocate for their fellow students; in doing so, there are expectations in what a safe, productive, and respectful workplace should look like, with some behavior or actions being prohibited in order to ensure a welcoming environment for all. Failure to meet these policies may result in employment action, which could include termination of employment.

Reasonable Accommodation

If any ASOSU student employee requires an accommodation for a disability or chronic condition to perform the job for which they have been hired, the student employee should reach out to Oregon State University's Equal Opportunity and Access ("EOA") program to coordinate the support needed to succeed. EOA will coordinate with the ASOSU Advisor(s) directly. https://eoa.oregonstate.edu/

Dress Code and Showing Up for Success

Student employees are encouraged to dress however feels comfortable and in clothes that support belonging and inclusion of all/others. Please be mindful of a student employee's role as a leader on campus and representative of ASOSU and OSU when deciding on clothing – both for casual office workdays, and professional or public events.

OSU Workplace Policies

Student employees are subject to various university policies and procedures. Some of these policies and procedures apply to all student employees, while others depend on specific jobs. Both supervisors and student employees are expected to understand the policies and procedures that are relevant to student employment. This manual includes organization-level guidelines for how the ASOSU organizes work and operates. It doesn't replace university policies. Rather, it seeks to clarify how university policies are implemented within the context of ASOSU Student Government.

What do I do if I am concerned a university policy is not being followed by a member of the team? If a student employee believes an ASOSU team member is not following a

relevant policy, procedure or guideline, ask them if they are aware of the policy. If concerns are unaddressed, seek out support from an ASOSU advisor.

The following is a non-inclusive list of OSU policies that apply to a respectful workplace environment. Please refer to the OSU Student Employee Manual for full information regarding policies impacting student employees: https://hr.oregonstate.edu/student-employment-manual

- **Drug-Free Workplace & Campus Philosophy**: OSU is committed to maintaining a workplace and educational environment free from abuse of alcohol and the unlawful manufacture, use, dispensing, possession, or distribution of controlled substances. All employees of the University are expected to abide by the University's policy regarding a drug-free workplace.
    - For more information, visit the Overview of OSU's Drug-Free Policy
- **Bullying**: OSU is committed to maintaining a working, learning, and social environment in which the rights and dignity of all the staff, faculty, and students of the University community are respected. Under this University policy, bullying (defined as conduct of any sort directed at another that is severe, pervasive or persistent, and is of a nature that would cause a reasonable person in the victim's position substantial emotional distress and undermine his or her ability to work, study, or participate in the victim's regular life activities) is prohibited.
    - For more information, visit UHR's Policy: Bullying
- **Discrimination and Discriminatory Harassment**: *The university prohibits unlawful discrimination on the basis of age, race, color, religion, sex, sexual orientation, gender identity or expression, national origin, citizenship, marital or family status, pregnancy, disability, genetic information, protected veteran status / service in the uniformed service, or any other status protected by law or OSU policy.* Discriminatory harassment is defined as conduct toward an individual (or group of individuals), based on protected status, that is unwelcome and sufficiently severe or pervasive. This can take many forms, including verbal acts such as name calling, oral statements, and visual, electronic, or written statements, or other conduct that a reasonable person would find physically threatening, harmful, or humiliating. Discriminatory harassment does not have to involve the intent to cause harm, be directed at a specific individual, or involve repeated incidents in order to be prohibited.
    - For more information, visit EOA's Discrimination Policy, Procedures, and Definitions
- **Harassment**: Repeated, persistent, severe, or pervasive actions directed toward specific individual(s) with the intent or effect to harass, harm, or alarm, including

attempted or threatened physical contact, or acts that create the reasonable apprehension of unwanted contact. Such acts may include but are not limited to face-to-face interactions, phone calls, text messages, and/or use of social media.
    - For more information, visit the Student Community Standards Code of Student Conduct.
- **Retaliation**: Oregon State University is committed to creating and maintaining a safe, respectful, equitable, and inclusive working and learning environment. In furtherance of that commitment, the university does not retaliate and prohibits Retaliation in any education program or activity it operates, including in admission and employment.
    - For more information, visit University Policies and Standards on Retaliation

ASOSU Specific Workplace Expectations & Conduct of Employees

The following information is provided to outline expectations for all ASOSU Student Government employees in relation to specific workplace activities. These expectations will be reviewed regularly and may be updated to reflect changes in university standards or ASOSU operational needs.

- **Technology Use**:
    - *Approved Technology*: For official ASOSU business, employees are required to use OSU featured services, which includes Microsoft 365 applications, Qualtrics, and Drupal. For a complete list of services, click here to navigate to OSU IT.
    - *ASOSU Personal Emails & Teams Messages*: As a student government employee, you will receive an ASOSU email to use for official work. This email will be annually cleared between officer transitions in order to ensure no transfer of FERPA-protected identifiable information between student employees. As a public official, it is expected that emails remain in the inbox for the ASOSU role. Auto-forwarding emails to ONID or personal email accounts is prohibited. Be aware that both emails and Teams messages can be requested via a public records request.
    - *ASOSU Website and Social Media Accounts*: ASOSU maintains an official organizational website (https://asosu.oregonstate.edu/) and a suite of public social media accounts to promote its initiatives, communicate with the broader community, and advocate on behalf of students. These platforms are official OSU resources and must be used in alignment with OSU standards. Webpages and social media accounts are intended to distribute accurate and

timely information in alignment with university policies. Misuse or misalignment with university policies may result in the revocation of student employee edit access to these accounts. Students must complete applicable training outlined by their supervisor before being granted edit access.

- *All-Student Emails*: Some roles within ASOSU may want to utilize an all-student email, typically for advertising new roles or informing the ASOSU student body about an upcoming election. For this email outreach, student employees are required to work with the ASOSU Advising Team in order to craft language which matches the values of OSU and ASOSU. Coordination with the Registrar's Office to send out this email will only occur following confirmation from the ASOSU Advising Team. All included links must direct to an official OSU website, such as the ASOSU website or Benny Hire.
- *Creating Forms*: Some student employees may need to create forms for various reasons, ranging from ASOSU applications to program planning. All created forms admin access needs to be shared with the ASOSU Advising Team to confirm consistent access. This is to ensure no data or information is lost between student administrations.
- *Computers*: Student employees may check out a laptop for use as an ASOSU officer. These laptops are OSU property and should not be damaged or modified. Any borrowed laptop must be returned to the Advising Team prior to the conclusion of employment with ASOSU. Student employees who would like to request a laptop should coordinate with the Advising Team.
- *Use of Printer*: The ASOSU printer (located in SEC 250) is exclusively for use by ASOSU Student Government employees. All materials printed should be for the purpose of ASOSU work such as meetings, events, and programming. Printing personal or unrelated materials using the ASOSU printer may result in disciplinary action.

- **Use of Resources**: All resources provided to, managed by, and owned by ASOSU shall be used solely for activities that directly support the operations, initiatives, and strategic goals of the ASOSU Student Government. Resources may include but are not limited to office space, printer, programming materials, and general office supplies. Misuse of ASOSU resources for non-affiliated activities, personal projects/classwork, or external organizations is strictly prohibited and may result in disciplinary action.
- **Building Use**: The Student Experience Center (SEC) is home to the ASOSU space within Suite 250. Student employees must follow all guidelines and expectations

for use of the building in alignment with MU regulations. For more information about these expectations, reference **page 27 of this manual.**

- **Office Key Use**: Student employees may be issued a personal office key or have access to the two closed storage areas used by ASOSU. All keys must be used responsibly, and any issues should be immediately reported to the ASOSU Advising Team. Any employees who hold office keys must return them to the Advising Team prior to the conclusion of employment with ASOSU.
- **Communication**: Student employees are expected to respond promptly to communication at work, including questions, requests, and directives, and to proactively share updates on issues, concerns, or challenges. Open, respectful, and timely communication helps ensure clarity, supports collaboration, and allows issues to be addressed effectively. Additionally, student employees should ensure that ASOSU advisors are informed and included in critical communication with university leadership and campus partners. If clarification is needed, student employees should seek guidance first rather than making assumptions, as clear communication contributes to successful working relationship between supervisor and student employee.
- **Training**: Student employees are expected to complete all training requirements as assigned by ASOSU Supervisors, with the Advising Team holding the primary responsibility for the planning and coordination of these trainings. Input and recommendations from student employees are welcome and encouraged during the development process. All training initiatives across the ASOSU student government branches must be coordinated in collaboration with the Advising Team. If ASOSU student employees do not complete required trainings, engaging in the role's official duties is prohibited.
- **Off-Duty Conduct**: Student employees in ASOSU are not only representatives during official work, student employees are also leaders, public officials, and role models within the larger community. It is important to be mindful of behavior and actions in all spaces, including but not limited to personal social media posts or etiquette in public places. All employees, and any behavior that violates university policies may result in disciplinary action. The ASOSU Advising Team is always available to assist in navigating the complexity between a student employee's personal and professional life.
- **Position Description**: Student employees are expected to complete all tasks and responsibilities listed within their position description. The duties in the position description are created internally within the ASOSU Student Government either by student lead positions or outlined in the ASOSU Governing Documents. If student

employees are not meeting the expectations listed in their job duties, the accountability processes outlined on **page 17** can be initiated by student leaders.

Requirements to Maintain Employment

All ASOSU employees are required to meet eligibility requirements as outlined in the ASOSU Unit Rules. These are summarized briefly below:

- Must be eligible for employment in the United States and at OSU.
- Must maintain a cumulative and term 2.0 GPA.
- Must make active progress (earning course credits) toward degree completion.
- Must meet minimum credit hour requirements for student employment as outlined in section 500 of the Student Employment Manual.
- Must remain in good conduct standing with OSU.
- Must complete all training requirements assigned by ASOSU supervisors.

Student employees are expected to inform the ASOSU Supervisor(s) if they anticipate not meeting these requirements. Supervisors will regularly check eligibility requirements to ensure student employees maintain eligibility.

OSU Code of Conduct

All students on the Corvallis campus are subject to the expectations within the Oregon State University Code of Student Conduct. Behavior not aligned with these expectations may be reported for review by Student Community Standards, by an ASOSU advisor, or by fellow employees. Behavior not in alignment with these expectations may also result in employment accountability separate from or in alignment with OSU Community Standards processes. The Code of Student Conduct can be found at: https://scs.oregonstate.edu/.

Consensual Relationship Policy

Consensual Relationships: A consensual relationship is romantic, intimate, or sexual in nature where one of the parties has institutional responsibility for, or authority over the other, or is involved in the evaluation of the other party, whether the other party is an employee or a student.

Policy: An Employee of the university shall not exercise any Academic or Supervisory Responsibility for a person with whom they have a Consensual Relationship. For more information, visit the OSU Office of University Human Resources Consensual Relationships Policy.

- Consensual romantic, intimate, or sexual relationships are of concern to Oregon State University when one of the parties has institutional responsibility for or authority over the other. Consensual relationships in this context can compromise the integrity of institutional responsibility, create the potential for abuse of authority, or cause problems due to the perceptions of third parties.
- Integrity can be compromised when individuals evaluate the work or academic performance of other individuals with whom they have a consensual relationship. The interest in the consensual relationship can impair the judgment required for the exercise of the institutional responsibility or authority.
- Power may be abused within a consensual relationship between an employee and someone for whom they have leadership, decision-making, evaluative, academic or advisory responsibilities. There is potential for use of the academic or leadership role to maintain or promote the relationship.
- Another potential problem involves perceptions of third parties who feel they have lost equality in terms of assignments, promotions, etc., and who may feel that the only way to succeed is to engage in romantic, intimate, and/or sexual liaisons.
- All employees should recognize the possible negative consequences of romantic, intimate, or sexual liaisons in the workplace and academic programs. This policy prescribes actions required to remove conflicts of interest and avoid adverse effects on third parties and further specifies the situations where consensual relationships are prohibited.
- Any relationship that could potentially violate this policy must be reported to the ASOSU Supervisor to work out a solution.

Sexual Misconduct & Title IX

Oregon State University is committed to creating and maintaining an equitable and inclusive working and learning environment. All individuals who are participating in university programs and activities, and all who apply to participate in university programs and activities, have the right to do so fully, free from sexual misconduct, discrimination, and retaliation.

The university prohibits sexual misconduct of any kind. Sexual misconduct is a form of sex discrimination that is sexual in nature. Sexual misconduct includes sexual harassment, non-consensual sexual contact or intercourse, intimate partner violence, sexual exploitation, and stalking. Such misconduct violates university policy and may also violate state or federal law.

- OSU Sexual Misconduct and Discrimination Policy
- Reporting Sexual Misconduct, Discrimination, and Other Concerns: https://eoa.oregonstate.edu/report

Required Reporting by Employees

Responsible Employee Policy

The OSU Responsible Employee policy requires the reporting of incidents of sexual misconduct, discrimination, discriminatory harassment, or retaliation to the Office of Equal Opportunity and Access ("EOA"). *Student employees are only required to report when they become aware of misconduct while acting within their student employment role and must report as soon as they see or hear of a situation within these parameters.* This includes reporting all information known, including the date, the names of parties involved, and details of the incident. Student employees may not report anonymously.

- If an employee is made aware in their work capacity of an incidents of sexual misconduct, discrimination, discriminatory harassment, or retaliation, a report can be made through the EOA Reporting Form, or by speaking with an ASOSU Supervisor.
- Please remember, reporting does not automatically initiate university action. EOA reaches out to the impacted parties and engages them about their preference for follow-up. Therefore, even though an employee might be anxious about the required disclosure, the impacted party still retains a lot of agency about what options are pursued and they should feel empowered to contact EOA (and/or an Advocate) to talk about what they want to do next, including if they want no action.

Clery Reporting

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (**Clery Act**) require institutions to provide campus communities with timely and accurate information about crimes and campus safety so they can make informed and

reasoned decisions. The Clery Act designates OSU employees as "Campus Security Authorities" (CSAs) and requires reporting of different, and some overlapping, offenses. In determining when and where reports must be made, please reference the CSA Reporting Process flowchart or visit the OSU Clery Compliance website. Reporting incidents to Equal Opportunity and Access, Department of Public Safety, or Student Community Standards will fulfill these requirements under Clery.

- Campus Security Authorities are required to report during work hours and non-work hours. If an employee sees or hears of something that violates the Clery Act (see flowchart linked above), it *must* be reported as an expectation of the OSU student employee role.

Mandatory Child Abuse & Neglect Reporting
By law, all ASOSU employees are mandatory reporters of child abuse and neglect. This legal obligation to report applies 24 hours per day, 7 days per week, 365 days of the year, including work and non-work time. Student employees can call the abuse hotline at 855-503-SAFE (7233) to make a report or work with the ASOSU Supervisor. For more information, please refer to Oregon Department of Human Services or the OSU Office of Youth Protection websites.

Family Educational Rights and Privacy Act of 1974 (FERPA)

FERPA is federal legislation which protects the privacy of student records and regulates how information is used. Release of student records at Oregon State University is bound by FERPA, the Oregon Revised Statutes, and by the Oregon Administrative Rules.

ASOSU employees may occasionally have access to FERPA-protected information. All student employees are expected to follow all applicable laws in ensuring this information remains private. If questions arise related to sharing FERPA-protected information, please consult with the ASOSU Advising Team.

- Resources on FERPA: https://registrar.oregonstate.edu/FERPA

Accountability Frameworks

The purpose of the ASOSU Student Government Behavioral and Academic Accountability Frameworks are to support student employees in meeting expectations for their position while encouraging personal and professional growth. These guidelines provide a clear and structured format for supervisors to apply when student employees fail to meet performance, behavioral, or academic expectations for their position. The primary goals of the Accountability Frameworks are to:

- Provide clarity on the employment expectations and how the student employee is not meeting those expectations.
- Encourage reflection of actions and the impact those have on self, workplace, and coworkers.
- Provide opportunity for personal and professional growth and development.
- Promote behavior change to ensure future success in the role.

If student employees engage in behavior that are inconsistent with ASOSU expectations, policies, or procedures, supervisors will initiate an accountability process. Supervisors will use their best judgement to determine the situational context, severity or impact of behavior, and the student employee's ability to continue to perform job responsibilities when determining which level of accountability is most appropriate. When appropriate, supervisors will use the lowest level of accountability possible based on the situation and will progress to increasing levels if their performance does not improve. However, supervisors may skip levels based on the severity of the actions.

This section is split into two halves: **behavioral accountability** and **academic accountability**. Both frameworks will be used to engage in conversations and potentially employment action given the severity or repetition of actions within these categories.

Division of Responsibilities

ASOSU is a student led organization with paid student employees of OSU. Therefore, each individual who works for ASOSU Student Government is both a student employee and an ASOSU Officer**.** If a student employee is no longer an ASOSU officer, their employment will conclude in the ASOSU student government. If a student employee is released from their employee role, they will no longer serve as an ASOSU officer.

Supervisor

ASOSU Student Employees are subject to the expectations and directives of their supervisor. The ASOSU Senior Advisor serves as the official supervisor for all student employees and is the primary decision maker in all matters related to student employment accountability. The Senior Advisor may delegate supervision responsibilities to other professional staff within the unit, as needed.

Student-Led Accountability

ASOSU student employees have job performance expectations of their appointed or elected position as part of the student led organization. Therefore, supervisors will generally give deference to the systems and structure of accountability outlined in the ASOSU governing documents when ASOSU Officers are not meeting the job responsibilities or functions of their role. In those instances, ASOSU Advisors will give guidance and support to Student Leads responsible for the oversight of Officer positions. Additionally, ASOSU members are able to hold officers accountable through an Inquiry of Commitment as outlined in the ASOSU governing documents. Advisors will provide guidance and support but will not direct those processes.

Self-Monitored Accountability Disclosures

ASOSU student employees are expected to take personal responsibility in maintaining eligibility. Student employees are expected to proactively inform their supervisor with any concerns regarding academic standing or student conduct status. Initiating these conversations early helps to foster a collaborative environment, where student employees and supervisors can work together to support continued participation in ASOSU leadership roles.

Failure to inform eligibility concerns – or providing misleading information – undermines trust and may result in employment accountability. Transparency and integrity are essential to sustaining a healthy and accountable environment for all involved in student government.

Behavioral Accountability Framework & Expectations

This section outlines the standard order of approaching accountability measures within ASOSU Student Government. When appropriate, supervisors will use the lowest level of accountability possible based on the situation and will progress to increasing levels if their performance does not improve. However, supervisors may advance levels rapidly based on the severity of the actions.

Behavioral Accountability Framework & Authority Diagram

Routine Coaching Peer-to-Peer	Normal engagement with student staff will include coaching on a regular basis. There is no need to involve the supervisor.
Verbal Coaching Collaborative	In beginning to address actions, engaging in verbal coaching can occur between students, and should involve the supervisor.
Written Warning Collaborative	While student leaders may contribute to the written warning, the supervisor is responsible for monitoring expectations.
Probation Supervisor	Processes around probation are fully within the responsibilities of the supervisor.
Release from Employment Supervisor	Processes around releasing student staff from employment are fully within the responsibilities of the supervisor.

Verbal Coaching

Verbal Coaching is most appropriate when a concern first arises, when expectations are unclear, or when an issue is minor, infrequent, or has low impact on the workplace. Verbal Coaching signifies that a student is being given an opportunity to change behavior and meet expectations.

- Supervisor has informal conversation with student employee to clarify expectations.
- Focus of conversation is on understanding where the misalignment of expectations is coming from and to brainstorm strategies for improvement.
- Supervisors will document this conversation with an email summarizing the conversation including the issues of concern and the expectations moving forward.
- There is no required follow up or action after this meeting.

Written Warning

Writing warning is most appropriate when concerns continue after Verbal Coaching, when expectations have been clearly communicated but not met, or when an issue has a moderate impact on the workplace. Written warning signifies that behavior change is required to meet expectations.

- Supervisor meets with student employee to review the concern and to restate expectations.
- Focus of the conversation is to identify specific behaviors or actions not in alignment with expectations, to reflect on the impact of this misalignment, and to outline clear steps for improvement.
- Supervisor will document this conversation with a formal written warning letter that will be placed in their employment file. A copy of this letter will also be emailed to the employee after the meeting.
- Supervisor will monitor progress of meeting expectations.

Probation

Probation is most appropriate when there are persistent concerns related to performance issues after a written warning and coaching have occurred, or when an issue significantly impacts the workplace, team, or job responsibilities. Probation signifies a final opportunity to meet expectations before being released from employment.

- Supervisor will meet with the student to outline the concerns and explain that probation is the final opportunity to demonstrate improvement.
- Focus of the conversation is to create a performance improvement plan with specific goals/timelines, measurable outcomes, and/or clear expectations moving forward. Where possible, performance improvement plans should focus on taking responsibility, repairing harm, and/or growing skills.
- Supervisor will document this conversation with a formal Probation letter including the performance improvement plan. This letter outlines the terms, expectations, and the possibility of release of employment if expectations are not met. Letter will be placed in their employment file, and student employee will be emailed a copy after the meeting.
- Supervisor will conduct regular follow-up meetings during the probation period to monitor progress of the performance improvement plan and to provide ongoing feedback.

Release of Employment

Release of employment is most appropriate when persistent concerns in performance expectations have not been addressed, when there has been intentional or malicious disregard for the workplace, or when there has been severe impact to the community, to the ASOSU team, or to the ability for the employee to perform job responsibilities. Release of Employment signifies that an employee is unable to meaningfully continue in their role and therefore is terminated from their position.

- Supervisors will meet with the student to outline the issues and explain that decision to release their employment.
- Focus on the conversation will be to discuss the transition out of the position, and to provide support resources for the individual as a student, recognizing the impact and challenges of loss of employment.
- Supervisor will document this conversation with a formal letter stating their release of employment. The letter outlines expectations for transition out the position. Letter will be placed in their employment file, and student employee will receive email a copy after the meeting.
- Supervisor will enact the termination process with Student Employment Center which will provide a final paycheck issued to the student as outlined in OSU policies. Supervisor will remove after hours building access, and access to other digital platforms. Student Employee will immediately return all supplies and items checked out to them from ASOSU, including but not limited to office keys and laptops.

Academic Accountability Framework

Student employees in ASOSU are expected to progress towards graduation, role model academic success, and successfully navigate the university academic resources each term they are employed with ASOSU. The ASOSU unit upholds the mission of OSU to maintain a rigorous focus on academic excellence, and to prioritize support for students earning their degree. These expectations and guidelines ensure that supervisors and employees understand the importance of academic success and highlight a structure to promote individual growth and development.

While employed with the ASOSU unit, student employees must remain in good academic standing with OSU, including **maintaining a cumulative and term GPA of 2.0**.

Students must also make active progress towards degree completion. The section below outlines the accountability structure, and identifies what status student employees are on when they do not meet the academic requirements for employment. All conversations related to academic accountability are solely within the responsibility of the ASOSU Supervisor and will be confidential in accordance with FERPA guidelines.

The below framework is adapted specifically for ASOSU Student Government, in consideration of the increased access and positionality inherent to these student leadership roles. Each circumstance or misalignment with academic eligibility standards will be evaluated on a case-by-case basis.

Academic Accountability Framework Diagram

	ASOSU Academic Employment Probation	**Release from Employment**
Academic Performance and Expectations		
OSU Term GPA = below 2.0 **OSU Cumulative GPA** = above 2.0 *(and/or in OSU Academic Warning status)*	**First Time** **Second Time** (non-consecutive)	**Second Time** (consecutive) **Third Time** (non-consecutive)
OSU Cumulative GPA = below 2.0 *(and/or in OSU Academic Probation status)*		**First Time**

ASOSU Academic Employment Probation

- ASOSU Student Government employees will be placed on academic employment probation if their OSU term GPA falls below 2.0 while serving as an ASOSU Officer, and/or if the student employee is on Academic Warning status with OSU.
    - This status remains for an entire academic term. If the following term is above a 2.0, the student employee will no longer be on Academic Employment Probation.
    - If an ASOSU student employee has been placed on Academic Employment Probation three separate times while working in student government – regardless of whether they occur in consecutive terms – the employee will

be released from employment. This can occur during the student's entire duration of their employment with ASOSU, potentially across multiple years.

- Student employees will be placed on Academic Employment Probation if they are not making satisfactory progress towards degree completion.
- Student employees will remain on Academic Employment Probation until their employment ends, either through resignation or release of employment.

Release From Employment

- Student employees will be released from employment if their OSU academic standing is Academic Probation or Academic Supsension.
- A student employee will be released from employment if their cumulative GPA drops below 2.0.
- A student employee will be released from employment if their following term GPA drops below a 2.0 while they are on Academic Employment Probation.
- A student employee will be released from employment the third time they do not meet academic standards at any point of their employment over multiple years and officer positions.

Academic Term Context for Elected Officers – Below a 2.0 Term GPA

- **Fall Term:** Students who earn below a 2.0 GPA for the fall term are ineligible to run for elected office in the winter term. Students must meet academic eligibility requirements for employment prior to running for a position.
- **Winter Term (Election Candidates):** Students who earn below a 2.0 GPA for the winter term prior to beginning an elected role in spring will start their term on academic probation. For returning ASOSU student employees, any prior non-consecutive terms with a GPA below 2.0 will continue to be considered in probationary status throughout the entire time an employee is involved in student government, consistent with the chart outlined above.
- **Spring Term (Elected Officers):** For newly elected officers, spring term may result in consecutive terms below a 2.0 GPA. If a student employee elected in winter earns below a 2.0 GPA in both winter and spring terms, the student employee will be released from ASOSU employment at the conclusion of the spring term.

- **Summer Term:** While enrollment in summer coursework at OSU is not required, any enrolled courses with an overall term result below a 2.0 GPA will be considered as part of academic employment probation. This may lead to termination of employment, consistent with the chart outlined above.

Rehire After Release

- Student employees who are released from employment due to GPA are eligible to be rehired if they demonstrate that they can meet the academic requirements for employment as outlined below.
- Student employees **must maintain a term GPA of 2.5 or greater for two consecutive terms while taking 6 credit hours' worth of courses meaningful to their degree completion.** Taking courses that do not satisfy remaining degree requirements, will not fulfill this expectation.
- To be rehired, student employees **must request a meeting with the ASOSU Supervisor** to review their academic progress and outline a plan for academic success to be approved to be rehired for their position.

Accountability Coaching

The Accountability Coaching process is designed to help student employees balance work responsibilities with academic priorities. Supervisors play a key role in supporting students' academic success while fostering a productive and positive work environment. Through the coaching process, supervisors will:

- Encourage reflection and goal setting that align with both work and academic responsibilities.
- Identify and address barriers to academic success.
- Support students in developing academic success skills.
- Promote a shared understanding of expectations moving forward in employment.

Meeting with an ASOSU Advisor – Setting an Academic Success Plan

Student employees are ultimately responsible for their academic success and meeting employment expectations for academic performance. However, the ASOSU Supervisor should work with student employees to co-create a Success Plan together. This ensures

that the plan creates realistic and achievable goals for the student employees while also supporting performance expectations.

Success plans should also outline follow-up meetings between the ASOSU Supervisor and student employee throughout the following term to check-in on progress towards academic goals. These meetings are an opportunity for both parties to identify what is working and what might need to change to ensure that the student is meeting academic performance expectations by the end of the term. The frequency and number of check-in meetings should be determined by both student and supervisor. It is recommended that these meetings be scheduled separately from regular 1:1 meetings.

Expectations Moving Forward & Documentation

While the success plan should be co-created, supervisors should restate and affirm any employment expectations for student employees as it relates to their academic performance. This should include notification of their employment status – Academic Employment Probation. The supervisor should make clear to the student employee that failure to meet expectations for academic performance in the future will result in additional accountability including release of employment. The goal for this communication is to be clear and transparent rather than threatening.

The supervisor will document the outcomes of this meeting. This includes notification of employment status, the agreed-upon success plan, and clear expectations moving forward. Supervisors will email a copy of this letter to the student and will include a copy in their employment file.

Appeals

Student employees who are placed on probation or released from a position have the right to appeal the decision of their supervisor. The request for an appeal must include specific justification as to why the appeal is being filed. This could include, but is not limited to:

- Procedural errors in the accountability process or lack of proper notification to the student employee.

- Failure to consider all the relevant evidence presented, including any new evidence not known at the time of the original decision.
- Unique circumstances that impacted the student employee's experience and/or ability to meet expectations.
- The decision is disproportionate given the context of the situation.

Appeals must be in writing and emailed to the Director of the Office of Advocacy within 7 calendar days of the date the student receives their letter. The appeal will be reviewed by the Director or designee if the Director has a conflict of interest. A final written determination on the student's appeal – upholding, modifying, or reversing the decision – will then be emailed to the student employee. The appeal decision is final.

The Student Experience Center (SEC) Building Operation Protocol

The Student Experience Center (SEC) is a university building on campus that houses ASOSU within Suite 250. In order to be good stewards of this space, and to follow any rules in place by the Memorial Union staff, student employees are expected to follow the below list of expectations.

SEC After-Hours Access

Some top leaders within the ASOSU student government may be granted after-hours access to the SEC. If this occurs, these officers are expected to utilize this privilege and responsibly by following the listed requirements. Unauthorized access to the facility will result in access being terminated and people will be asked to leave.

Staff and authorized volunteers, shall:

- Only access the Student Experience Center outside of business hours when they have a work purpose consistent with their position.
- Notify their supervisor when accessing the facility after hours if they are not scheduled to work.

Staff and authorized volunteers, shall not:

- Provide access to people who do not have authorized access into the Student Experience Center.

Fire & Emergency Evacuation Preparedness

EVACUATION LOCATION: **MU QUAD**

Report an Emergency: **9-1-1** or **(541) 737-7000**

24/7 Dispatch/Non-Emergency: **(541) 737-3010**

- Immediately obey evacuation alarms and orders to evacuate.
- All personnel are to leave the building - do not use elevators.
- Use the nearest, safest exit.

- Proceed outside the building to the MU Quad evacuation assembly area. (Minimum 50 feet away from the building)
    - SEC Plaza may also be used.
- Warn others as you evacuate, do not delay your own evacuation.
- Once on the MU Quad, check in with your group.
- Do not re-enter the building until the MU Building Manager has announced it is safe to do so.

Persons with Disabilities or Others with Evacuation Concerns

- Offer to guide blind or low-vision persons through hallways and down stairways.
- Wheelchair users or those with mobility disabilities should seek a room with a door and window.

Fire Emergency Notes

- Notify others who are evacuating to inform responders of your location
- Communicate with responders. Call OSU Public Safety - **(541) 737-7000**
- Place a cloth or clothing at the window to attract responder attention.
- Do not break the window if it does not open. This creates a draft that will draw the fire/smoke towards you.

Transitioning Between Assigned Offices & ASOSU Administrations

Every year, there will be transitions from one ASOSU student government administration to the next, and there are expectations for how students enter and leave the space. If student employees have any questions about how these processes work, please connect with the ASOSU Advising Team.

Transitioning Into Office

- Become familiar with the ASOSU space (example: offices, desks, storage closets, printer room), while respecting shared areas.
- For cleaning requests, work with the MU staff to request their services.
- Avoid making major changes to the space before consulting with the ASOSU Advising Team and the MU staff.
- Be proactive in responding to technology issues and work collaboratively with the ASOSU Advising Team and Student Affairs IT if there are any ongoing issues.

Transitioning Out of Office

- If a key to an ASOSU office has been checked out, it must be returned to the MU. Inform the ASOSU Advising Team when the key has been returned.
- All other ASOSU property should be left in the assigned office space or returned to the ASOSU Advising Team.
- Workspaces should be tidied and reset. Any physical materials should be labeled and organized for the next administration's use.

Reporting Building Issues & MU Contact Information

If there are any issues with the ASOSU suite, or in the SEC overall, please contact the MU staff or the ASOSU Advising Team for support.

Work Orders

- Contact the MU Help Desk - (541) 737-9824 or email MUBuildingServicesHelpDesk@oregonstate.edu
- Broken furniture, light issues, door issues, custodial questions, something leaking, key questions, heating/cooling.

Card Access

- Email mu.accesscontrol@oregonstate.edu and CC an ASOSU Supervisor(s)
- Use when there is trouble accessing the ASOSU suite **if** an ASOSU student employee is supposed to have after-hours access.

MU/SEC Room Usage

- Access Mazevo to secure most reservations
- Email Reservations@oregonstate.edu if needing to reserve a study room, looking to book a conference room, or are planning to host an event.

General Questions

- Contact the Info Desk - (541) 737-2416 or email mu.infodesk@oregonstate.edu
- This contact is ideal when a student employee is unsure of exactly what kind of support needed, or if there are questions about events or building hours.

Hiring Processes

ASOSU often engages in the hiring of OSU employees. This can range from engaging in search committees, assisting in student employee confirmation sessions, or attending public presentations or lunches with various stakeholders on campus. This section outlines how to professionally approach hiring, as well as the expected protocol when it comes to equitable practices for searches.

ASOSU Appointments - Search Process Overview

Certain roles in ASOSU are appointed instead of elected, which is initiated through a student employee search process. The requirements for this process are listed below:

- All appointed roles must be posted to the OSU student employment job portal (Benny Hire) and should remain open for reasonable amount of time to allow for multiple applications. Proper engagement and outreach to the community via campus email or social media is also recommended.
- Search processes should include these main steps:
    1. Creation of position descriptions (PD's) for each role.
    2. Posting of the roles on Benny Hire by an ASOSU advisor.
    3. Outreach and assembly of the search committee, including a charge meeting with all members. **All committees are required to include a member of the ASOSU Advising Team.** Ideally, search committees should also contain a wide range and variety of members who can provide unique perspectives.
    4. Development of a search criteria matrix.
    5. Reviewing applicant materials following the conclusion of the application's posting period.
    6. Invitations to interview (it is recommended to interview all interested students).
    7. Conducting interviews and reviewing top candidates with the search committee.
    8. The hiring committee (typically the ASOSU President, Vice President, and the Advising Team) selects the top candidate per position.
    9. Formally offering the ASOSU role to the top candidate per position via email and/or phone call.

You're Hired – Now What?

Congratulations on becoming a part of ASOSU! As newly hired Officers are stepping into both a leadership role and a formal student employment position within Oregon State University, here are some guidelines on what to expect at the beginning of this journey:

Step 1: Submit Your Signed Contract

Once an ASOSU student employee signs the ASOSU Employment Contract following either being offered an appointed role or winning an elected seat, the hiring process is officially initiated via the ASOSU Supervisor. The Supervisor will then submit the necessary paperwork to OSU Student Employment on behalf of the employee. *Note*: Students new to being an employee at OSU may be required to complete additional steps directly with OSU Student Employment, such as submitting documentation (I-9, etc.) or setting up direct deposit. Be mindful of incoming emails from OSU during this period.

Step 2: Wait for Your 'Eligible to Work' Email

ASOSU student employees will receive an official email from OSU confirming eligibility to begin working. Once this email arrives, student employees are authorized to begin work and start logging hours (if applicable).

- Senators, SFC At-Large Members, and Executive Branch Members (hourly roles) may begin clocking hours per week once authorized.
- All hours must be submitted through EmpCenter, OSU's timekeeping system.
- More information about accessing timesheets can be found on page.

Important Employment Reminders

- Student employees at OSU are not allowed to work more than 24 hours per week across all on-campus jobs while enrolled in classes (including summer term).
- Student employees are responsible for monitoring cumulative hours to remain within university limits.

Employee Financial Responsibilities

This section provides more information on general employee responsibilities as it relates to timesheets and financial duties within ASOSU.

Timesheets

Hourly student employees are paid based on the number of hours worked within a given pay period. Stipend student employees receive a fixed amount each pay period regardless of hours worked. The compensation structure for each position is outlined in the position description. Student employees should consult with the ASOSU Supervisor for clarification. This section applies only to hourly employees.

Hourly student employees are expected to record their work time accurately on their timesheets. Reported hours must reflect the actual time worked for their position. Intentionally falsifying or misrepresenting work hours may result in employment action and accountability.

Hourly student employees are responsible for submitting their timesheets at the end of each pay period. Supervisors are responsible for reviewing timesheets for accuracy and approving them. If errors, issues, or inconsistencies are identified, supervisors may request clarification from the student employee.

Timesheets are due by the 15th of each month at midnight. Student employees are issued their paycheck on the last business day of the month. Any delays in submitting timesheets could result in a delay in receiving a paycheck. Student employees should contact their supervisor immediately for any issues regarding timesheets or paychecks.

How to Use & Submit a Timesheet:

1. Sign into EmpCenter.
2. Choose “My Timesheet”.
3. Select the job in which to indicate hours clocked, or to submit.
4. Indicate at which point work began for “In” and do the same for “Out”. If ASOSU tasks were completed during multiple separate times during the day, please indicate those times within the same section as well. Continue logging time for each day worked.

5. Verify there are no red "exceptions" with the clocked time and that there are no errors listed at the bottom of the page.
6. Click "Submit" at the top of the page. Once the prompt pops up, check the box verifying there are no exceptions. Once the box is checked, click "Submit."

Policy on Hours Worked

- OSU employees are **not** allowed to volunteer for unpaid work. According to the OSU Student Employment Manual, university employers and supervisors are prohibited from accepting any volunteer hours from a paid employee.
- Student employees are encouraged to take legally mandated breaks while working when necessary.
- If employees are having issues exceeding hours worked per week past weekly allotment, please inform the ASOSU Advising Team.

Using the Purchasing Card

- The ASOSU Purchasing Card (P-Card) is able to be utilized by ASOSU employees who are purchasing items for an ASOSU-related purpose and have completed credit card training. All expenditures using the purchasing card must be pre-approved by completing an expenditure report **and** receiving approval by the ASOSU Supervisor. *Student employees **are not** allowed to use the ASOSU P-Card without approval.*

Elections

ASOSU elections, special elections and referenda (legislative or financial) are vital components of student governance at Oregon State University. These processes allow the student body to select their representatives, vote on constitutional amendments, and make decisions on key topics affecting the greater OSU Corvallis campus community.

While these processes are student-run, there are some elements of elections which are within the responsibilities of the ASOSU Advising Team. These are listed below.

Eligibility to Vote

All students who pay the Corvallis campus student incidental fee are eligible to vote in ASOSU elections, special elections, and referenda. This includes:

- Students enrolled in at least once credit on the Corvallis campus
- INTO OSU students
- Degree Partnership Program (DPP) students who have opted into paying the Corvallis campus student incidental fee

Acquiring the Student List for Ballot Distribution

To ensure accurate and all-inclusive voter eligibility, the ASOSU Supervisor is responsible for working directly with OSU Office of the Registrar to request the most up-to-date applicable student list directly prior to elections. This list will reflect the above criteria, as it is used as the primary resource for distributing ballots to students.

Elections Committee

The ASOSU Advising Team plays a critical role in supporting the ASOSU Elections Committee throughout each election cycle. Advisors serve on the committee in an advisory capacity, offering guidance for both committee members and prospective candidates. Their responsibilities include ensuring adherence to university policies, promoting equitable practices, and maintaining transparency throughout the process. This support is essential given that ASOSU elections annually culminate in student employment offers, requiring a high level of procedural integrity and compliance.

Role of the ASOSU Advisor

This section outlines the role of the ASOSU Advising Team.

Advisor Overview

- An advisor is a private guide, advocate, supporter, policy interpreter, and thinking partner.
- An advisor helps student leaders understand options available and pathways to follow when making decisions, and the students in ASOSU makes the final decision on what they'd like to do next.
- Advisors will ensure that OSU policies and rules are being followed, and help provide policy education and interpretation when needed
- Advisors can make referrals to other partners on campus and will help students interpret OSU organization charts to know how to pursue an advocacy topic.
- Advisors provide feedback and coaching, and will support student leaders in progressive discipline approaches.
- Advisors will be the most useful if student employees lean into the relationship and take them up on all they can offer! Advisors are here to make the experience of working in ASOSU easier. If student employees are facing challenges in or out of work, Advisors are there to support. The more that is shared, the more the Advising Team is able to help!
- Advisors will support 1:1 student to student processes first, then engage if efforts aren't successful. The Advising Team honors student privacy and are discreet.

Advisor Authority

- Provide advice, guidance, and feedback to ASOSU members;
- Facilitate connections with key stakeholders;
- Challenge ASOSU members to be as informed and knowledgeable as possible;
- Have voice, designated speaking time, and no vote in all meetings of the ASOSU;
- Respect the independence of ASOSU members' voices even when said voice may not be in alignment with the university administration;

- Provide training, support, direction, and guidance concerning university systems (e.g., budgets, HR)
- Provide advice, support, and possible intervention concerning conflicts to manage the privacy and well-being of all parties involved.

As ASOSU is affiliated with a university department, Advisor(s) will be hired by the Vice President for Student Affairs or a designee.

ASOSU receives its operational authority from the Office of the Dean of Students and thus may not operate as an independent organization separate from Office of the Dean of Students. Therefore, ASOSU Advisor(s) ultimately have authority over the following operations:

- Adherence to all university processes and procedures, including but not limited to budgetary, code of conduct, HR, and university resource management;
- Official organizational outreach and collaborations with administrators.

Advisors as Supervisors

The ASOSU Advising Team often serves in dual capacities: they provide mentorship and guidance to student leaders, while also fulfilling their role as supervisors. Within this manual, the terms of advisor and supervisor are often used interchangeably due to this shared set of responsibilities. Because ASOSU Officers are employed through the university, Advisors are responsible for ensuring compliance with student employment policies, eligibility standards, and institutional expectations. As an auxiliary unit with student employees, ASOSU is required to have a professional staff supervisor in order to compensate employees.

While the advising relationship is rooted in collaboration to center student development and success, the supervisory role and its responsibilities ensure that ASOSU remains a professional, accountable, and officially recognized organization for student government within Oregon State University.

Routine Guidance & Advising vs. **Directives**

Within your role as an ASOSU student employee, you may receive directives related to your employment. While highly unlikely, an administrative directive will be communicated to employees by the ASOSU Supervisors or other designee, such as the

Dean of Students or the Vice President for Student Affairs. **Directives differ from the regular guidance given by advisors.** Review the chart below for a full overview and distinction between these terms, and refer any lingering questions or concerns to the ASOSU Advising Team.

Aspect	Routine Guidance & Advising	Administrative Directive
Authority	Provided by the ASOSU Advising Team in support of independent student decision-making	Issued officially by Oregon State University administration in an employment or operational capacity
Applicability	Non-binding recommendations	Enforceable within employment or institutional contexts
Intent	Intended to empower student agency, advocacy, and positive impact on the student body and university overall	Used to manage risk, respond to urgent organizational needs, and to ensure compliance with state and federal laws or university policies
Frequency	Ongoing, as it is fully within the job responsibilities of the advising team	Rare; invoked in *extreme or exceptional circumstances*
Impact on Students	Supports student autonomy and informed choices	Goal is *not* to impede student autonomy, free speech, or advocacy efforts; instead, it is solely to address high-level needs as is within the responsibility of the university as an employer

Advisor Contact Information

The ASOSU Advising Team provides advice, guidance, and feedback to all members of ASOSU. They can help facilitate and manage connections with stakeholders, provide support in cases of interpersonal conflict, and provide training and workshops to ensure success in the various roles within ASOSU.

Feel free to reach out to the advisors with any questions!

Name:	Pronouns:	Role:	Email:
Keri Simonet	she/her	Senior Student Government Advisor	keri.simonet@oregonstate.edu
Gabi Ulate	she/her	Student Government Advisor	gabrielle.ulate@oregonstate.edu
Nick North	he/him	Director of Office of Advocacy, ASOSU Budget Manager	nicholas.north@oregonstate.edu
Leslie Schacht Drey	she/her	Associate Dean of Student Belonging	leslie.schachtdrey@oregonstate.edu

Appendix: Key Documents

The work of ASOSU Student Government is both impacted by and dependent on a wide array of federal and state laws, as well as a variety of university policies. These are summarized below with links provided.

Federal Guidance

Board of Regents, University of Wisconsin System v. Southworth (2000)

- Ensures that all viewpoints have equal chance at funding, emphasizing the importance of process integrity.
- Funding decisions cannot be based on a group or activity's viewpoints, only that they add to the cultural and educational opportunities for students.

State Laws

ORS 352.087 - **Powers and duties of governing board and public university**

- The State authorizes the Board of Trustees all responsibilities and authority to run the university
- "Establish, collect, and use charges, fines and fees for services, facilities, operations and programs"
- "Establish policies for the organization, administration and development of the university which, to the extent set forth in those policies, shall have the force of law and may be enforced through university procedures that include an opportunity for appeal and in any court of competent jurisdiction"
- "Enforce and recover any fees, charges and fines, including but not limited to tuition and mandatory enrollment fees"
- "Subject to the procedures set forth in ORS 352.089 (Mission statements), establish, supervise and control academic and other programs, units of operation and standards, qualifications, policies and practices relating to university matters such as admissions, curriculum, grading, student conduct, credits, scholarships and the granting of academic degrees, certificates and other forms of recognition"
- "Establish policies for the organization, administration and development of the university which, to the extent set forth in those policies, shall have the force of

law and may be enforced through university procedures that include an opportunity for appeal and in any court of competent jurisdiction."
- "Delegate and provide for the further delegation of any and all powers and duties, subject to the limitations expressly set forth in law."

ORS 352.102 - **Tuition and mandatory enrollment fees**

- Outlines how the bulk of the fees are authorized, established, eliminated, collected, managed, and used by the Board of Trustees
- "The governing board shall request that the president of the university transmit to the board the joint recommendation of the president and the recognized student government before the board authorizes, establishes or eliminates any incidental fees for programs under the supervision or control of the board and found by the board to be advantageous to the cultural or physical development of students"

ORS 352.105 - **Mandatory incidental fees; resolution of disputes**

- The recognized student government must make a good faith effort to collaborate with the board and president of the university under the board's control prior to finalizing any process to collect mandatory incidental fees
- "Notify the board and president of each process, and any subsequent change to a process, to collect mandatory incidental fees that is established by the recognized student government."
- The recognized student government has the right to set the process, and the right to recommend the fee in collaboration with the board
- The OSU Board of Trustees is the entity that approves the fee following ASOSU's recommendation

ORS 352.103 - **Advisory body for tuition and mandatory enrollment fees; composition; process for making recommendation**

- The University Budget Committee (UBC) is the entity that meets the statutory requirements of an advisory body that recommend the tuition and fees

State of Oregon: Department of Justice: **Attorney General's Public Records and Meetings Manual** (2024)

- Outlines the policies, rights, and responsibilities which relate to Oregon Public Meeting Law

OSU Board of Trustees Policy

University Code of Ethics

- OSU is committed to conducting its affairs with honesty and integrity, respect, stewardship and compliance, and accountability and responsibility
- All employees, officers, students, and volunteers acting on behalf of OSU have a responsibility to work towards the fulfillment of our mission and conduct themselves ethically, with the highest integrity, and in compliance with all applicable laws, regulations, and policies

OSU Board Policies – **Board Calendar**

- The Board of Trustees calendar articulates how the Board operates, set through their own workplan
- The Board of Trustees has to follow their set calendar

Delegating Authority to the University

- Shows how authority from State is delegated to the President by the Board and then the president delegates authority to the rest of the university
- "Determination of tuition and mandatory enrollment and incidental fees" cannot be delegated

Tuition and Fee Process

- "The Board delegates to the President the consultation with ASOSU and ASCC in their establishment of a process for requesting student incidental fees"

OSU Shared Governance Philosophy

- "Shared governance is not shared decision making"
- "The Oregon State Board of Trustees recognizes that shared governance is about how faculty, administrators, and board members engage in advancing the university's mission and strategic plan"
- Includes open deliberation, mutual respect and trust among shared governance partners and stakeholders, and consistent alignment with the university's mission and strategic plan

OSU University Standards and Policies

University Policy & Standards Manual

- A **University Standard** carries the weight of law behind them. Violating a standard could risk criminal or civil liability in addition to employment action
- A **University Policy** are established expectations that are enforceable against employees, students, etc. yet do not have the regulatory force of law

OSU and Recognized Student Government Commitment on Student Engagement in Shared Governance

- Institutionalizes the presence of student involvement in shared governance at OSU
- Defines the university's commitment to students having participatory roles in some university processes
- Once called the "Ed Ray Doctrine" after the OSU President who adopted this policy

Auxiliary Enterprises

- All costs related to auxiliary enterprises (ASOSU is an auxiliary enterprise by definition) must be recorded in that auxiliary's fund

OSU Requirements for Recognition of a Student Government

- The Recognized Student Government at OSU must meet the listed requirements for recognition
- Recognition may be revoked by the OSU President. Consideration for revocation would be introduced based on the grounds the Recognized Student Government was not complying with the requirements in the document
- Shared governance is most effective when it recognizes that the university benefits from shared consultation and contribution to decision-making by students, administration, faculty, and staff. Essential to its success is a shared commitment to collegiality, cooperation, and mutual respect.