

# **Clarification in Employment Act**

## **An Act**

To insure effective management of the government, prevent waste, fraud and abuse of office, and further insure the student-funded government does not illegally and improperly spend money on unnecessary staff.

### **SECTION 1. SHORT TITLE**

This act may be cited as the “Clarification in Employment Act.”

### **SECTION 2. USG OFFICE RECEPTIONISTS**

#### **(a) Number of Receptionists Hired**

There shall be a number of USG Receptionists, the total number of hours of all receptionists paid per week not exceeding 70 hours.

#### **(b) Responsibility for Hiring of Receptionists**

USG Receptionists shall be hired by the USG Administrative Assistant, and may be removed by the same.

#### **(c) USG Office Receptionist Duties**

(1) USG Receptionists shall work at the USG front desk, and shall assist visitors to the USG office.

(2) Shall assist all Executive Council and Judicial Officers, Senators, Agency Chairs and members, and other employees of the USG offices, in USG-related office tasks and duties.

### **SECTION 3. USG ASSISTANT TREASURERS**

#### **(a) Treasurer’s Authority**

(1) The Treasurer shall have the power to hire, at his or her discretion, up to 6 Assistant Treasurers, and the same may remove them.

(2) The Treasurer shall be responsible for overseeing the performance of the Assistant Treasurers.

#### **(b) Assistant Treasurer’s Duties**

(1) The Assistant Treasurers shall be responsible for assisting the Treasurer in the fulfillment of his or her roles.

- (2) The Assistant Treasurers shall carry out any duties or tasks delegated to them by the Treasurer.

**SECTION 4. PRESIDENTIAL AIDES**

(a) **The Number of Presidential Aides; Hours.**

- (1) The President shall hire, at his or her discretion, Presidential Aides, and may be removed by the same.
- (2) The total number of hours of all Presidential Aides paid per week shall not exceed 25 hours.
- (3) A Presidential Aide shall be paid per hour of work, and shall not be paid in excess of 15 hours per week.

(b) **Presidential Aide's Duties.**

The Presidential aides shall be responsible only for assisting the President in the execution of his duties and powers, and to assist him with secretarial duties.

**SECTION 5. ASSISTANT TO THE VICE PRESIDENT OF ACADEMIC AFFAIRS**

- (a) The Vice President of Academic Affairs shall hire, at his or her discretion, Assistants to the Vice President of Academic Affairs, and may be removed by the same.
- (b) The total number of hours of all Assistants to the Vice President of Academic Affairs paid per week shall not exceed 15 hours.
- (c) The Assistants to the Vice President of Academic Affairs shall assist the Vice President of Academic Affairs in his or her duties, including the management of the P.A.S.S. program, as the Vice President of Academic Affairs shall direct.
- (d) The Assistants to the Vice President of Academic Affairs shall be given compensation equal to a Presidential Aide.

**SECTION 6. OFFICE OF COMMUNICATIONS**

- (a) There is established in the Office of Vice President of Communications and Public Relations an "Office of Communications," organized by the

Vice President of Communications and Public Relations, to assist in the execution of his or her duties.

- (b) The Vice President of Communications and Public Relations shall hire, at his or her discretion, Agents of the Office of Communications (hereafter in this section referred to as “Agents”), and may be removed by the same.
- (c) The total number of hours of all Agents paid per week shall not exceed twenty (20) hours.
  - (1) At least five (5) hours paid to Agents shall be served in the field.
    - (A) Work “in the field” shall be defined as services rendered outside of the USG offices under the direction of the Vice President of Communications and Public Relations for the purposes of:
      - (i) Distribution of flyers and advertisements;
      - (ii) Promotional activities;
      - (iii) Take photographs for promotional purposes;
      - (iv) Communicating with students; and
      - (v) Other similar services and acts as the Vice President of Communications and Publications shall direct.
- (d) The Agents shall be given compensation equal to a Presidential Aide, no Agent shall be paid in excess of 15 hours per week, and the Vice President of Communications and Public Relations shall be responsible that their duties are executed in accordance with this act.

## **SECTION 7. AUDIO/VISUAL**

The Audio/Visual Agency shall be permitted to hire the appropriate staff and employees it deems necessary in accordance with its duly-adopted bylaws, as its budget shall permit.

## **SECTION 8. PROHIBITION OF EXTRA-LEGAL HIRING**

No USG officer shall hire any staff, assistants or employees, except as prescribed by law.

## **SECTION 9. ENACTMENT**

- (a) This act shall take effect at the start of the pay period following the enactment of this act and all persons employed by, or in services to, the Undergraduate Student Government in violation of this act shall be dismissed on the same.

- (b) Until such time as the Vice President of Academic Affairs and the Vice President of Communications and Public Relations shall exercise the authorities granted by this act, persons employed in their respective Offices at the discretion of the President prior to the enactment of this act may, at the direction of their respective officers, be permanently transferred to the Office of the Vice President of Academic Affairs or the Office of Communications.