

1400 WASHINGTON AVENUE
ALBANY, NY 12222
CAMPUS CENTER B84 (CCB84)

www.albany.edu/sasenate
sasenate@albany.edu

SEN. Nicholas Chin
CHAIR
SEN. Ivan Daquial
Vice Chair

S.1920-xxx

DATE INTRODUCED:

SPONSORED BY: Senator Chin CO-SPONSORED BY: Senator McCracken	COMMITTEE: Rules and Administration, Board of Finance
SUBJECT: The Office Hours Update Bill of 2020	COMMITTEE VOTE: 4-0-2, 2-4-1 FAILED
SENATE VOTE:	LEGISLATIVE RESULT:

Be it hereby proposed that the following be enacted:

I. That Section 513.9 of the Student Association ByLaws be amended to read:

513.9 – Contractual Obligations of Individuals Receiving a Stipend

513.9.1 – Office hours

513.9.1.1 – Office hours were established for ensuring that the officers are performing work that they are being hired for. Officers must be available during office hours for students to come and interact with the officers as well. Therefore, during office hours, each officer ***member of the Student Association must follow the bylaws pertaining to their respective position:***

513.9.1.1.1 – Must follow their job descriptions as listed in policy and must perform all duties that they are responsible for, as assigned by the policies that govern the Student Association.

513.9.1.1.2 – Summer hours must be fulfilled for the months of June, July, and August. If a newly elected officer is unable to fulfill these obligations, that officer must resign their office and a new election shall take place during the fall elections, or the Student Association President will appoint a new officer at the start of the Fall Semester, whichever is applicable.

513.9.1.1.3 – Is required to do work for the office during office hours.

513.9.1.1.4 – When an officer is scheduled for office hours and is required to be in a meeting for their office, the meeting time and location and time of return shall be posted on the door of the office to alert students of the location of the officer.

513.9.1.1.5- Office hours must be posted upon establishment. Office hours are ***to be posted on MyInvolvement and*** to be visibly posted in the ~~SA office:~~ ***Student Association Office.***

513.9.1.1.6- The Chief of Staff is responsible for ~~making sure~~ ***ensuring*** all office hours are posted ***for the Executive Branch and the Office of the Comptroller.***

513.9.1.1.7 - The Chairperson of the Oversight and Reform Committee is responsible for ensuring office hours are posted for Legislative branch.

513.9.1.1.7.1 – The Senate Chair is responsible for overseeing that the Oversight and Reform Chair is fulfilling their duties of the bylaws as prescribed in bylaw section 513.9.1.1.7.

513.9.1.1.8 – The Chief Justice is responsible for ensuring office hours are posted for the Judicial branch.

513.9.1.2 – All officers receiving a stipend and holding an Executive Board position or equivalent must post a minimum of ten (10) office hours per week. **All Executive Branch positions and Office of the Comptroller positions receiving a stipend budgeted at/over \$1,000 must post a minimum of ten (10) office hours in the Student Association Office per week.**

513.9.1.2.1 – All Legislative and Judicial Officers who receive a stipend budgeted at/over 1,000 dollars must post a minimum of ten (10) office hours in the Student Association Office per week.

513.9.1.2.1.1 – These office hours are to be posted on MyInvolvement and visibly posted in the Student Association Office.

513.9.1.2.2 – The Chairperson of the Oversight and Reform Committee is responsible for ensuring these duties are being completed, as prescribed in bylaw section 513.9.1.2.1, for all Legislative branch officers who receive a stipend budgeted at/over 1,000 dollars.

513.9.1.2.2.1 – The Chairperson of the Senate is responsible for overseeing the Oversight and Reform Committee Chairperson’s duties prescribed in bylaw section 513.9.1.2.2.

513.9.1.2.3 – The Chief Justice is responsible for ensuring these duties are being completed, as prescribed in bylaw section 513.9.1.2.1, for all Judicial branch officers who receive a stipend budgeted at/over 1,000 dollars.

513.9.1.2.4 – All Executive branch officers and officers within the Office of the Comptroller who receive a stipend budgeted for less than 1,000 dollars but more than 1 cent are not required to hold any office hours, however, are still bound to their duties.

513.9.1.2.5 – All Legislative branch and Judicial branch officers who receive a stipend budgeted for less than 1,000 dollars but more than 1 cent are not required to hold any office hours, however, are still bound to their duties.

513.9.1.3 – Office hours are in effect for one-week periods (Monday through Friday) from the hours of 9am to 6pm Monday through Thursday and 9am to 5pm on Fridays during the academic year and 10am to 4pm Monday through Friday for the duration of the summer.

513.9.1.3.1 – All officers receiving a stipend must clock in and out for their office hours through the time clock, to be reviewed by the President, Comptroller, Executive Office Manager, the Vice President of the Student Association. The Committee on Oversight and Reform shall have the power to request the information from the time clock.

~~513.9.1.3.2~~ **513.9.1.3.1.1** – In the event that the time clock is not functioning, all officers receiving a stipend must sign-in and sign out for their office hours at the Front Desk with the Administrative Assistants, to be reviewed by the President, Comptroller, Executive Office Manager, the Vice President of the Student Association. The Committee on Oversight and Reform shall have the power to request the information from the time clock.

513.9.1.3.2 – During intersession and academic vacations, officers must be available for contact by the Student Association.

513.9.1.3.3 – If office hours are going to be changed, they are to be posted the Friday before the week in which the change is going into effect.

I, Nicholas C. Chin, attest this is a true and valid record of action taken by the Student Association Senate on the date provided.

Sen. Nicholas C. Chin, Chair

513.9.1.3.3.1 – If an officer is unable to be available during their office hours, that information must be reported to their Supervisor. They shall then report this to the front desk.

513.9.1.3.3.2 – If an officer is not going to be at their office hours for a week period, this should be noted on the office hour board by the Executive Office Manager the Friday before that week.

513.9.1.3.3.3 – If an officer is going to be absent for more than a week, this must be reported to the President, Comptroller, Executive Office Manager, the Vice President of the Student Association. The Committee on Oversight and Reform shall have the power to request the information.

513.9.1.3.3.4 – An officer shall be permitted fifteen (15) hours of sick leave, three full weeks (Monday through Friday) vacation over the course of the summer and one and a half full week (Monday through Friday) vacation of the course of an academic semester.

513.9.1.3.4 – When office hours are posted, the dates in which they are effective should also be noted along with the times.

513.9.1.4 – That all Executive, Legislative, **Office of the Comptroller Positions**, and Judicial officers, and service positions receiving a stipend must:

513.9.1.4.1 – Sign a legal contract binding them to perform the duties of their office determined by their respective supervisors

513.9.1.4.2 – That the contract will specifically state the duties and the functions of the office.

513.9.1.4.3 – That the contract will also mandate all officers to adhere to the Stipend Policy and all subsections therein.

513.9.1.5 – The purpose of this policy is to ensure the proper performance of duties as outlined in policy.

513.9.1.5.1 – If an officer is not performing their duties, their respective supervisor shall meet with individual to determine ways to avoid the problem and grow from it. They shall use performance appraisals as a basis of performance of duties. Should a serious infraction occur their supervisor must inform the Oversight and Reform committee about the serious infraction. It will then be up to the Oversight and Reform Committee to determine the appropriate sanction.

II. That section 513.10 of the Student Association ByLaws be amended to read:

513.10 – Advertisement Criteria

513.10.1 – All appointed Student Association positions that receive a stipend **with the exclusion of the position of President of the Student Association, position of the Vice President of the Student Association, and any internal appointments/elections that warrant special privileges, must adhere to the following guidelines:** ~~must be advertised in at least the following fashion:~~

~~513.10.1.3~~ **513.10.1.1** – Must be distributed to the majority of the student body at least two weeks prior to the formal interview process through one of these acceptable formats:

513.10.1.~~31~~.1 – Mass Meeting

513.10.1.~~31~~.2 – Mass Publication

~~513.10.1.4~~ **513.10.1.2** – Announced to the Student Association Senate at least one week prior to the beginning of the interview process.

513.10.2 – Complaints of the following process can be filed with the Oversight and Reform committee within a week of the end of the interview process or at any Student Senate Meeting prior to the meeting of appointment's confirmation.

III. That this bill go into effect immediately upon passage in accordance with the Student Association Constitution.

Ariel Nunez, President

Passed by the Senate

I, Nicholas C. Chin, attest this is a true and valid record of action taken by the Student Association Senate on the date provided.

Sen. Nicholas C. Chin, Chair