

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

**PERSONNEL POLICY**

**SUBJECT:** Human Resources Related Items Requiring Board of Directors Approval

**REFERENCES:** None

**POLICY:** The University Student Union, Inc., Board of Directors shall be responsible for approving the following human resources-related items prior to staff implementation:

- (1) The establishment of regular employees employment positions*
- (2) Human resources policies*
- (3) Employee salary and wage ranges (excluding salary and wage ranges reviewed and recommended for change as a result of the University Human Resources position review/reclassification process).*
- (4) Employee benefits*

The University Student Union, Inc. Executive Director shall be responsible for approving and implementing the following human resources-related items:

- (1) Recommendations from University Human Resources for regular position reclassifications, salary ranges and titles.*
- (2) Recommendations from USU Human Resources for student assistant position reclassifications*
- (3) Recommendations from University Human Resources for regular employee reclassifications, equity increases and salary adjustments*
- (4) Recommendations from USU Human Resources for the establishment of student assistant positions*

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