

**OPERATIONAL POLICIES AND PROCEDURES
OF THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF CALIFORNIA, IRVINE**

I. PURPOSE

These ASUCI Operational Policies and Procedures shall govern, together with the ASUCI Code of Ethics and all other relevant governing documents, the conduct of paid and unpaid ASUCI staff, the expectations under which such staff operate, and the procedures by which certain of these officials may be subject to termination, subject to the authorities and limitations stated in the Constitution of the Associated Students of the University of California, Irvine (ASUCI), the Bylaws of the Associated Students of the University of California, Irvine, and the policies of the University of California.

II. AUTHORITY

This code is established under the authority granted to the Senate under Art. 6 § 2(z) of the ASUCI Constitution “to create and amend the governing documents of ASUCI” and the enumerated and unenumerated authority of the various Executive Officers, Cabinet Officers, and Branch Heads under the ASUCI Constitution to direct the composition of their specified Office or Branch.

III. SCOPE

- A. This document and the policies described herein shall apply to paid and unpaid staff in the Senate, Executive Branch, Judicial Board, Office of the Student Advocate General, and Elections Commission.
 - 1. Individual Senators, elected Executive Officers, individual Justices of the Judicial Board, the Student Advocate General, the Elections Commissioner, and Deputy Elections Commissioners may not be subject to the provisions of Articles V and VII of this document.
- B. The Senate and the Judicial Board shall be exempt from the provisions of Article IX of this document.

IV. METHODS OF COMMUNICATION

- A. Email
 - 1. As a method of communication, Email shall be used for purposes of formal communication regarding the official business of an Office or Branch, which include but are not limited to:
 - a. The dissemination of information related to the rights and responsibilities of staff, including changes to Office-Specific Manuals of the Office and/or Branch in which staff work.
 - b. The dissemination of mandates, trainings, or other information related to the rights and responsibilities of staff issued by an order of the Student Advocate General.
 - c. The issuance of notification to individuals regarding their hiring into ASUCI.

**OPERATIONAL POLICIES AND PROCEDURES
OF THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF CALIFORNIA, IRVINE**

- d. Official communications with members of the student body, representatives from registered campus organizations (RCOs), campus administrators, or any other individual who is not a staff member of ASUCI.
 - i. Such communications may be supplemented through communication via Private Message as defined in Section C of this Article so long as official documentation of the communication is made via Email within two (2) working days.
 - ii. In all such communication, staff shall include their respective Executive Officer, Cabinet Officer, or Branch Head, as well as their respective Chief(s) of Staff or office-equivalent Chief(s) of Staff, via carbon copy (CC).
 - iii. In the event that a member of the student body, representative from an RCO, campus administrator, or any other individual who is not a staff member of ASUCI messages a staff member through their personal email, the staff member shall respond to the individual in writing within one (1) working day from their official ASUCI email.
 - 1) In responding to a message received through a personal email address, the staff member shall explain this policy and request that all future communications be conducted through official ASUCI email.
 - 2) Such official messages that were sent to the staff member's personal email shall be forwarded to their ASUCI email within two (2) working days.
 - e. Other purposes as established elsewhere in this governing document.
- 2. Interns and other unpaid staff shall not have access to ASUCI emails or other resources, but shall instead use their personal UCI emails in the conduct of their duties.
- B. Office-Wide Messaging Platforms
- 1. For the purposes of this section, "Office-Wide Messaging Platforms" shall be defined as any platform, application, or service which facilitates the virtual exchange of instant messages between members of an entire or significant portion of any Branch, Office, Commission, or other such organization within the Associated Students.

**OPERATIONAL POLICIES AND PROCEDURES
OF THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF CALIFORNIA, IRVINE**

- a. Examples of Office-Wide Messaging Platforms include but are not limited to Slack and Discord.
2. As a method of communication, Office-Wide Messaging Platforms shall be used for purposes of general announcements and day-to-day updates, which include but are not limited to:
 - a. The issuance of reminders regarding information or formal communications, assignments, or opportunities disseminated via Email.
 - b. The issuance of requests for assistance or supplementary support at an office meeting or event.
 - c. The dissemination of information, announcements, or assignments supplementary to those issued during in-person or virtual meetings.
 - i. If issued an assignment pursuant to this section, a staff member shall be required to respond no sooner than one (1) working day acknowledging their receipt of their assignment.
 - d. The dissemination of pertinent information and announcements relayed from professional SGSM staff to supervising officers.
 - e. The dissemination of information related to opportunities available for staff to engage in or apply to within the Associated Students, the broader campus community, or any opportunity which the respective Executive Officer, Cabinet Officer, or Branch Head deems within the interests of their subordinates and wishes to disseminate.
 - i. The opportunity to interact with campus administration, UC administration, or government officials either directly or via input to a participating Executive Officer, Cabinet Officer, or Branch Head shall be included under the scope of this clause.
 - f. Other purposes as established elsewhere in this governing document.

C. Private Message

1. For the purposes of this section, “Private Message” shall be defined as any virtual exchange of instant messages between individual members of a Branch, Office, Commission, or other such organization within the Associated Students.
 - a. Examples of Private Messages include but are not limited to SMS messages and direct messages over social media platforms or Office-Wide Messaging Platforms.

**OPERATIONAL POLICIES AND PROCEDURES
OF THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF CALIFORNIA, IRVINE**

2. As a method of communication, Private Messages shall be used for purposes of private reminders and communication, including but not limited to:
 - a. The notification by a staff member to a supervising officer regarding an urgent medical, familial, or other such emergency that prevents formal notification within a timely manner.
 - i. All communications arising from this circumstance must be followed up with formal communication via email explaining the exigent circumstance.
 - b. The issuance of reminders issued to individual staff members regarding information already disseminated via Email or Office-Wide Messaging Platform.
 - c. Other purposes as established elsewhere in this governing document.
- D. Nothing in this section shall be construed as to limit the ability of Executive Officers, Cabinet Officers, or Branch Heads to speak with their subordinates verbally regarding the business of their Office or Branch or issue verbal orders to their subordinates, so long as these orders are sent in writing via Email within one (1) working day.

V. ATTENDANCE

A. Due Warning

1. In the management of their respective offices, Executive Officers, Cabinet Officers, and Branch Heads may establish requirements for the forewarning necessary for staff to have excused certain tardies and absences.
2. The time requirements laid out in the following sections of this Article shall constitute the minimum due warning owed to Association staff by their supervising officers. Extensions of the timelines established herein shall be recorded and available to all applicable staff in Office-Specific Manuals.
 - a. Guidelines and requirements for Office-Specific Manuals are to be found in Art. VII of this governing document.

B. Minimum Allowances for Excused Absences and Tardies

1. In notifying a supervising officer of an absence or tardy, staff shall be required to send via email or other approved platform a request for the absence or tardy no less than one (1) working day in advance.
 - a. In order to be excused, staff may be required to provide supplementary documentation subject to the limitations of applicable SGSM policy, University policy, and law.

**OPERATIONAL POLICIES AND PROCEDURES
OF THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF CALIFORNIA, IRVINE**

2. For required meetings or events, staff shall be allowed no less than one (1) automatically excused absence per academic quarter. All absences in excess of one (1) may be grounds for a strike at the discretion of their Executive Officer, Cabinet Officer, or Branch Head.
 - a. Staff shall be notified in writing via email of their use of their automatically excused absence(s) by a supervising officer within one (1) working day.
 3. For required meetings or events, staff shall be allowed no less than 10 extra minutes to attend without being documented as late for the meeting or event.
 - a. All tardies in excess of two (2) may be grounds for a strike at the discretion of their Executive Officer, Cabinet Officer, or Branch Head.
 - b. Staff shall be notified in writing via email of their use of a tardy by a supervising officer within one (1) working day.
- C. Protected Reasons for Absences and Tardies
1. Subject to the requirements for minimum allowances established in this Article, the following reasons for an absence or tardy shall be protected grounds for automatic excusal in the event they conflict with the scheduled time of a required meeting or event:
 - a. A class.
 - b. An exam.
 - c. A medical appointment.
 - d. Employment, internship, or other form of work.
 - e. A vacation, provided permission is obtained for such an absence or tardy from a supervising officer.
 - f. A club event, provided permission is obtained for such an absence or tardy from a supervising officer.
 - g. A mental health break, provided permission is obtained for such an absence or tardy from a supervising officer.
 - h. A personal emergency or other kind of force majeure as defined at the discretion of the supervising officer.
- D. All records relating to an individual staff member's attendance at required events shall be recorded by a supervising officer and shall be available to the staff member in a conspicuous and well-advertised location.

VI. CONDUCT

- A. The ASUCI Code of Ethics shall govern the conduct of all paid and unpaid ASUCI staff.

**OPERATIONAL POLICIES AND PROCEDURES
OF THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF CALIFORNIA, IRVINE**

- B. All acceptable deviations from the ASUCI Code of Ethics which apply to an individual office shall be recorded and explicitly available in that office's Office-Specific Manual.
- C. This article shall not be construed to limit the scope of improper or unprofessional conduct which may make a paid or unpaid ASUCI staff members subject to disciplinary action, up to and including strikes and termination.

VII. DISCIPLINARY ACTION AND APPEAL

- A. For the purposes of this Article, a "strike" shall be considered a formal, written, and documented reprimand of a paid or unpaid ASUCI staff member.
- B. All strikes shall be issued by a staff member's Executive Officer, Cabinet Officer, or Branch Head, unless that Executive Officer, Cabinet Officer, or Branch Head has explicitly delegated the authority to issue strikes to their Chief-of-Staff or Chief-of-Staff-equivalent officer.
- C. The accumulation of three (3) strikes by an individual staff member shall be grounds for the termination of the staff member.
- D. This article shall not be construed to limit the ability of an Executive Officer, Cabinet Officer, or Branch Head to terminate a staff member for egregious misconduct in the absence of having issued that staff member three (3) strikes.
 - 1. An Executive Officer, Cabinet Officer, or Branch Head may only immediately dismiss a staff member on the grounds of egregious misconduct following formal consultation with the SGSM Executive Director.
- E. Upon issuance of a strike, the Executive Officer, Cabinet Officer, or Branch Head shall take the following actions:
 - 1. After the issuance of a staff member's first strike, the staff member shall be notified by email of the issuance of their strike, the grounds for it, and expectations for the staff member's conduct following issuance of this strike.
 - 2. After the issuance of a staff member's second strike, the staff member shall be notified by email of the issuance of their strike and the grounds for it. They shall further be required to schedule a meeting with the Executive Officer, Cabinet Officer, or Branch Head and, if applicable, the supervising officer who issued the strike, to discuss their conduct, evaluate their performance in the office, and create a plan of action to improve the staff member's conduct and performance.
 - a. This meeting shall take place within one (1) working week of the issuance of the strike, subject to extension by the Executive Officer, Cabinet Officer, or Branch Head.

**OPERATIONAL POLICIES AND PROCEDURES
OF THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF CALIFORNIA, IRVINE**

- i. The Executive Officer, Cabinet Officer, or Branch Head shall make all reasonable efforts to satisfy the timeline established under this clause.
 - b. The content of this meeting shall be formally documented.
 - c. Failure to schedule this meeting on the part of the staff member issued a strike shall be grounds for the immediate issuance of a third strike.
 - 3. After the issuance of a staff member's third strike, the staff member shall be notified by email of the issuance of their strike and the grounds for it. They shall further be required to schedule a meeting with the Executive Officer, Cabinet Officer, or Branch Head and, if applicable, the supervising officer who issued the strike, to discuss their conduct, discuss their prospective dismissal, and, if necessary, to create a plan by which the staff member's responsibilities are delegated elsewhere.
 - a. This meeting shall take place within one (1) working week of the issuance of the strike, subject to extension by the Executive Officer, Cabinet Officer, or Branch Head.
 - i. The Executive Officer, Cabinet Officer, or Branch Head shall make all reasonable efforts to satisfy the timeline established under this clause.
 - b. The content of this meeting shall be formally documented.
 - c. Failure to schedule this meeting on the part of the staff member issued a strike shall be grounds for the immediate termination of the staff member.
 - d. Upon issuance of a third strike to a staff member, that staff member's Executive Officer, Cabinet Officer, or Branch Head shall notify the SGSM Executive Director.
- F. Staff members issued any strike may appeal that strike to their Executive Officer, Cabinet Officer, or Branch Head.
- G. Staff members shall be accorded three (3) days to indicate their intention to appeal a strike, upon which time they shall have one (1) working week to schedule a meeting to discuss their appeal with their Executive Officer, Cabinet Officer, or Branch Head, subject to an extension of one (1) working week by the Executive Officer, Cabinet Officer, or Branch Head.
 - 1. The Executive Officer, Cabinet Officer, or Branch Head shall make all reasonable efforts to satisfy the timeline established under this clause.
- H. If a staff member subject to a strike does not receive a favorable appeal from their Executive Officer, Cabinet Officer, or Branch Head, they may appeal their strike for final review by the Judicial Board.

**OPERATIONAL POLICIES AND PROCEDURES
OF THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF CALIFORNIA, IRVINE**

- I. In the review of termination appealed by a staff member, the Judicial Board may vacate, in addition to the staff member's termination, any of the strikes issued to the staff member leading to their termination, provided those strikes have not previously been subject to Judicial Board review.

VIII. APPLICATION & DUE NOTICE

- A. It shall be the responsibility of each supervising officer to enforce the provisions of this code, subject to limitations established elsewhere in this governing document.
 1. For the purposes of this governing document, "supervising officer" shall include the relevant Executive Officer, Cabinet Officer, or Branch Head and their Chief(s)-of-Staff or Chief-of-Staff-equivalent officer.
- B. Unequal application of this code by supervising officers across different staff of the same office shall be grounds for the reversal of disciplinary action, up to and including termination, upon appeal.
- C. It shall be the responsibility of each Executive Officer, Cabinet Officer, and Branch Head to educate and inform their staff of the existence of these Operational Policies and Procedures and their contents.
 1. In the case of staff present and working in an office at the beginning of the academic year, such training shall take place no later than two (2) weeks following the beginning of the Fall Quarter.
 2. In the case of staff hired and onboarded during the academic year, such training shall take place no later than two (2) weeks following the official hiring of the staff member in question.

IX. OFFICE-SPECIFIC MANUALS

- A. All Executive Officers, Cabinet Officers, and Branch Heads, except the President of the Senate and the Chief Justice of the Judicial Board, shall keep, maintain, and make available to their staff in a conspicuous and well-advertised location, whether physically or virtually, an Office-Specific Manual.
 1. Applicable Executive Officers, Cabinet Officers, and Branch Heads shall inform and educate their staff of the existence of these Operational Policies and Procedures, their contents, and the contents of their Office-Specific Manual.
- B. The contents of each office's Office-Specific Manual shall include, but be not limited to:
 1. A table of contents;
 2. A list of all paid office staff and their contact information;
 3. A description of all governing documents, including how to locate them for further individual reference;

**OPERATIONAL POLICIES AND PROCEDURES
OF THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF CALIFORNIA, IRVINE**

4. A description of the rights staff possesses under this and other governing documents, including the right to privacy;
 5. A description of general office policies, including office-specific communication guidelines;
 6. A description of the duties and responsibilities possessed by each staff member occupying particular positions within the office;
 7. A description of office policy on attendance and strikes;
 8. A description of general information about the structure of and resources provided by ASUCI and SGSM;
 9. A description of how paid staff may access their stipends through the University; and
 10. Any content pertinent to the specific functions of the Office.
- C. All acceptable deviations from the timelines, policies, and procedures established in this governing document which apply to an individual office shall be recorded and explicitly available in that office's Office-Specific Manual.
1. For all such deviations present at the beginning of an academic year, staff shall be notified of such deviations in staff training as mandated under Art. IV of this governing document.
- D. Staff shall be made aware of all changes to such deviations made over the course of the academic year through notification via Email or Office-Wide Messaging Platform within 24 hours of such changes.
1. Supervising officers shall, if applicable, further inform their staff of such changes at the scheduled all-staff meeting immediately following such changes being made.

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