

Annual Employees Policy

Purpose:

To ensure that positions vital to the operation of the Augustana Students' Association are filled by May 1 for the following academic year and to ensure that job descriptions are clearly outlined to limit discrepancy between years.

Policy:

- All applications will be posted in March and hiring will occur before the end of the academic year.
- All contracts will be signed by the Executive Director and the incoming/newly elected President.
- A hiring committee will be created for each of the positions and must include the Executive Director as a non-voting member.
- All annual employees must be full time students.

Dagligtale Editor

Position Objective:

To the best of their abilities, the Dagligtale Editor(s)-in-Chief and other editorial staff will strive to manifest sound, established journalistic practices.

Specified Responsibilities:

- Compile, proofread, and layout each issue of the newspaper. The layout should be professional and consistent.
- Advertise the submission deadlines throughout the year and actively encourage student contributions and submissions.
- Shall work a minimum of five office hours per week.
- Abide by the Society of Professional Journalists' Code of Ethics, The Dagligtale Editorial policies, and the ASA Offensive Content Guidelines.
- Ensure a regular publication schedule with a minimum of three publications per semester. A publication schedule must be submitted to the ASC by August 31.
- Hire writers as needed. Incoming editors shall conduct interviews for writers in March and September, with the Executive Director and VP Communications. A maximum of 3 writers can be hired in March to prepare for the September editions.
- Consult with the ASA's VP Finance and Executive Director a minimum of once per semester regarding the newspaper's financial situation.
- Actively seek sponsorship opportunities through advertisement.
- Attend a monthly meeting and submit monthly reports and financial summaries to the ASA's VP Communications.
- All financial documents, including pay stubs, and invoices for advertisements, must be submitted monthly to the Executive Director.
- The Editors hold the right to fire a writer after consulting with the VP Communications to ensure accordance with Bylaw #9 and Policy #3.1.10.

Annual Employees Policy

- Coordinate with the off-site printers to ensure the electronic submission is properly constructed and ready to print.
- Must not be on disciplinary probation and be in good academic standing.
- Submit a year-end report to the Executive Director to be approved by ASC.
- Provide an adequate transition and transition materials for their successor(s) before the end of April.

Garden Coordinator

Position Objective:

The Garden Coordinator is responsible for ensuring that the Augustana Garden is planted, maintained and harvested as well as cleaned and prepared for winter.

Specified Responsibilities:

- The Garden Coordinator will be a term position running from May 1 to October 31. The Garden Coordinator is required to work a minimum of two hours a week during the employment period.
- Ensure that planting is completed by the 1st weekend in June (weather permitting).
- Must plan one major harvest event every year and all produce from the final harvest must be used for soup supper, coordinated with chaplaincy. The harvest event shall gather a diverse group of Augustana students and not simply members of the garden committee.
- Any produce that is ready for harvest during the summer may be used as the Coordinator sees fit.
- The Garden Coordinator is to decide what is planted each year under the condition that the decision must reflect the role the garden is expected to have in generating produce for the soup supper.
- The garden should be planted with a minimum two-thirds harvestable food.
- The Garden Coordinator must submit bi weekly timesheets to the Executive Director of the ASA.
- After the harvest, it is the responsibility of the Garden Coordinator to ensure that the garden is properly cleaned and prepared for winter before October, 31 (removing dead plant material, storing equipment,). Final payment will be withheld pending completion of a final visual inspection by a member of the ASA executive.
- The Garden Coordinator is required to create a Garden Committee, consisting of a minimum of five student volunteers whom the Coordinator may delegate tasks to in regards to planting, harvesting and upkeep throughout the summer. All volunteers must sign waivers before working in the garden.
- The Garden Coordinator must submit a list of volunteers and their contact information to the Executive Director by May 1.

Annual Employees Policy

- It is the responsibility of the Garden Coordinator to maintain the garden (planting, weeding, watering, organizing equipment).
- The Garden Coordinator, Committee, and volunteers must complete and initial the Garden checklist every time they work in the Garden. This checklist will include the various Garden responsibilities required to maintain the health and aesthetics of the Garden. This checklist will include weeding, watering, and general maintenance of the Garden. Tools and equipment must be stored properly whenever someone has worked in the Garden.

Deputy Returning Officer

Refer to policy 2.3.3 for a full job description