

# Utah Tech University Policy

## 111: Staff Association



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### I. Purpose

- 1.1 The purpose of the Staff Association (SA) is to represent the staff and to collaborate with administration, Faculty Senate and all members of the Utah Tech University (“the University”) community.

### II. Scope

- 2.1 The SA membership consists of all full-time and part-time staff(non-faculty) of the University with the exception of the University President and those who directly report to the president (excluding Executive Assistant(s)), Contracted Services Employees and Student Employees.

### III. Definitions

- 3.1 **Membership:** All full-time and part-time staff (non-faculty) of the University with the exception of the University President and those who directly report to the president (excluding Executive assistant(s)), Contracted Services Employees and Student Employees.
- 3.2 **Executive Board:** The following elected officials comprise the Executive Board of SA officers: President, President-Elect, Past President, Secretary, Treasurer, Communications Officer and eight (8) board members.

### IV. Policy

- 4.1 Membership in the SA is automatic for qualifying members, upon successful hire and first date of employment with the University.
- 4.2 The University President and administration recognize the SA as a representative body for University staff.

- 4.3 The Staff Association (SA) represents the staff to the administration of the University, and promotes open communication and collaboration between SA, Faculty Senate, and all members of the University community. The SA strives to improve the working conditions, benefits, salaries, and professional status of its members. The SA strives for excellence through service to the University community and is committed to assisting the University in implementing and achieving its mission and goals. The SA encourages professional development and training opportunities for staff.
- 4.4 Staff will be permitted, with prior supervisory approval, release time to attend SA committee and general meetings.
- 4.5 The SA President and SA President-Elect will represent the staff as voting members of the University Council.
- 4.6 Staff Association compensation will mirror the Faculty Senate compensation structure.
- 4.7 The SA may use University equipment and facilities, at reasonable times, for their activities, provided they are not otherwise in use.
- 4.8 The SA will be governed by the approved Constitution and Bylaws of the organization, which can be found on the Staff Association webpage.

## **V. References**

- 5.1 [USHE Policy R223-3](#) (Faculty and Staff Participation in Institutional Board of Trustees Meetings)

## **VI. Procedures**

- 6.1 Refer to the University SA Constitution and Bylaws (<https://sa.utahtech.edu/>)

## **VII. Addenda – N/A**

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Policy Owner: President  
Policy Steward: Staff Association

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