

Expectations

1. Must be respectful to all staff members, executives and advisors at all times. This includes verbal and physical conduct in and out of the office.
2. Must stay non-partisan in the case one is approached to address a political issue i.e State Press.
3. Must inform President of the Senate or President of USG of intention to address media before making any comments related or unrelated to USG
4. No inappropriate status updates, photos, etc. are to be posted on Facebook, Twitter, Snapchat etc. This also applies to comments and posts on individual staff members' pages.
5. No consumption of alcohol shall be consumed in any USG apparel.
6. No tagged photos on any social media site of unlawful activity. This includes, but is not limited to depictions of underage drinking and drug paraphernalia.
7. No publicizing or announcing internal issues within Undergraduate Student Government, unless told so.
8. Must follow all paper work policies set by ASASU.
9. Must follow the Public Relations procedure set forth when requesting marketing materials.
10. Dress professionally and act professionally when representing USG at all meetings and events.
11. Not use our position or authority improperly to advance the interests of a friend or relative.
12. Respect the intellectual property rights of others.
13. Refrain from discriminating against, harassing or threatening others.
14. Must follow the direction of the Chief of Staff and Executives i.e being asked to assist in events and help other departments.
15. Staff members must support the ongoing efforts of all student government members, by doing the following:
 - i. Attend all mandatory USG events, unless providing a viable excuse.
 - ii. Actively publicly participate in all marketing strategies
16. Everyone must follow in office conduct, by doing the following:
 - i. Gold USG Polos must be worn on Fridays
 - ii. Identification name tags must be worn at all times when in the office
17. Must represent Undergraduate Student Government to the best of your ability at all times.

Strike System

This year, we will continue the use of a system to hold everyone accountable and to the same standard regarding office hours, staff meeting attendance and participation at USG events. This strike system was established two years ago to ensure fair enforcement of USG rules and responsibilities that all staff members have. A maximum of three strikes will be permitted for staff to retain their position. Gross violations of the code of the conduct may result in immediate termination also. Strikes include, but will not be limited to the following:

- Not attend a staff meeting unexcused
- Miss more than 3 office hours in a week
(Must complete 10 hours total every week)
- 1 strike will be issued for every mandatory USG event missed
- 2 strikes will be issued for every unexcused USG event missed
- Missing a 1 on 1 unexcused
- Do not turn in your weekly staff report
- Major violation of Staff Code of Conduct
- Missing a deadline for a major assigned task

1 Strike = An Emailed Reflection and Plan for Improved Performance

2 Strikes = Meet with the Executives

3 Strikes = Terminated

By implementing this strike system, we hope to ensure the most productivity and focus for the staff this year. If there are any issues or concerns, please notify your Executives or Chief of Staff.

Excuse Policy

If you absolutely have to miss a mandatory event, you will have to do the following in order to only receive one strike.

- Within 24 hours after being notified of the event, email the Chief of Staff with the reasoning behind why you can't attend the mandatory event
- Provide 3 alternative solutions on how you plan to make up for not being able to attend the mandatory event

As for all the other events that USG gets to plan and attend throughout the year that are not mandatory, you will still need to email the Chief of Staff your excuse 48 hours prior to the event.

The excuse policy is designed to promote regular attendance and by implementing this policy, we hope to stay as consistent and as fair as possible amongst all staff members.

If there are any issues or concerns, please notify your Executives or Chief of Staff.