



WESTERN
STUDENT
EMPLOYMENT
STUDENT HANDBOOK

OBJECTIVES OF THE STUDENT EMPLOYMENT PROGRAM

- 1. Provide opportunities for work-related experience to students at MWSU.**
- 2. Provide supplemental income to students in need through part-time work.**
- 3. Provide opportunities for student engagement on campus.**

TYPES OF STUDENT EMPLOYMENT AND ELEGIBILITY

The program for which Federal Work Study and Western Work Study eligible student employees qualify is based on information as provided on the FAFSA form. Eligibility for student employment at Missouri Western State University is conditional based on maintaining good academic standing as defined by federal guidelines and satisfactory performance on the job.

Federal Work Study is a federally funded program. Eligibility is determined by the Financial Aid Office and is based on FASFA documentation and financial need in accordance with federal regulations and availability of funds. Students must apply annually for financial aid in order to be considered eligible to receive federal work study funds. The FASFA must be completed and submitted by the March 1st deadline. Students who complete and submit FASFA documentation after the March 1st deadline may be delayed or not be eligible for Federal Work Study funds for the academic year.

Freshman and transfer students will not be eligible to begin student employment until the first day of regular classes in the term in which they begin as a student enrolled in at least six credit hours at Missouri Western.

Ongoing students may begin working through the student employment program after July 1st of each year.

Summer employment through the student employment program is available to students during the summer months (May, June July and August) if the following criteria are met:

- 1.) Student is on-going in their attendance at Missouri Western i.e. registered in at least six credit hours of classes during the Spring term and pre-registered for at

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least six credit hours of classes for the Fall term. Proof of Fall registration will be required.

2.) Student has not graduated at the end of the Spring term.

Winter Break employment for continuing students is available on a department by department basis. Students may work up to a total of 40 hours per week during the winter break period beginning the first day of the week after the last scheduled final exam is completed and until the first day of regular classes in January.

Graduating students (May or December graduation dates) may not work in a student employment capacity after their last exam is completed in the term in which they complete their degree requirements.

Other students that are enrolled in dual-credit courses or less than six credit hours of courses are not eligible to participate in the student employment program.

STUDENT EMPLOYMENT PROCEDURES

Students must apply and qualify for specific jobs based on their ability to perform the essential job functions and must meet the minimum requirements for the position.

Hiring Procedures

All students interested in Student Employment are required to go to Human Resources and completed a Student Employment Work package before they begin their job search.

Student employees must complete the Student Employment Work package before they may begin working on campus and a Change Authorization form if there is any change in their employment. All forms are available in the Human Resources office (Popplewell 117).

NACElink

Once paperwork is complete, students will go to www.missouriwestern.edu/studentemployment and click on the “Student/Alumni Login” link. Sign in using your entire Missouri Western e-mail address and password for NACElink.

Required documentation includes:

New Hire Authorization Form: This form must be completed and signed by the student and submitted to the Human Resources Office.

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Federal W-4: All students hired to an employment position are required by law to complete a Federal W-4 form.

MO W-4: All students hired to an employment position are required by law to complete a Missouri W-4 form.

I-9: All students hired to a campus position must complete the I-9 form. Missouri Western must have an I-9 form on file from all student employees **before you begin working**. Completion of this form requires presentation of valid acceptable forms of identification (a list of acceptable forms of ID can be found on the reverse side of the I-9 form.)

Social Security Card: All students must present an original social security card with their legal name. Copies are not acceptable. If a student does not have a valid social security card, information on how to apply for a replacement card is available in the Human Resources office.

Confidentiality Agreement: Due to the confidential nature of many documents and information you may have access to as a student employee, you will be required to complete the confidentiality agreement before you begin working. If you have questions regarding this agreement or confidential information please contact the Human Resources office.

Change Authorization: If a student changes positions or is hired for a second position on campus, then the student and supervisor must sign a Change Authorization form. The Change Authorization form is submitted to Human Resources and must be approved prior to the student beginning their new or other employment.

Once a student has completed their new hire paperwork, they may begin viewing employment vacancies. All student employment positions are listed on the Student Employment web site. Students can review the openings, select positions, and apply on line. Jobs are posted as they become available. Making application for a student employment position does not guarantee on-campus or campus affiliated employment.

Applications go directly to the hiring supervisor via e-mail. Supervisors contact qualified students to arrange interviews (meeting minimum qualifications does not guarantee an interview). Students interview with the supervisor and are informed of the employment decision in a timely manner after the interview.

Nepotism

Students are not eligible to work in a department where a family member or relative through blood or marriage is employed. This is the case regardless of whether the family member or relative is the direct supervisor of the student. There will be no exceptions to this rule.

Multiple Positions

Students will be limited to a maximum of two positions at any given time through the student employment program at Missouri Western. The student must make each supervisor aware of the other employment and will not be allowed to work more than 20 hours per week combined in both positions.

BASIC GUIDELINES AND EXPECTATIONS

Student employees hired by a department will be expected to abide by all departmental requirements regarding work assignments as well as overall Missouri Western State University policies and procedures. Student employees will be required to sign a Confidentiality Agreement as part of their Student Employment work package and will be expected to abide by and must maintain complete confidentiality concerning information related to their student employment positions and the office in which they work.

Student employees must abide by the same terms as all other employees as stated in the Missouri Western State University Policy Guide.

Earnings

Student employees on federal work-study may not earn more than the amount awarded them by the Director of Financial Aid through federal work study funding. During the year, it is the students' responsibility to:

- Know how much they have earned to date. If unsure, contact the Financial Aid Office.
- If the total appears to exceed the amount awarded, contact supervisor to arrange hours accordingly.

Time Recordkeeping

The student is expected to record their time work on a daily basis. Daily records are to record actual time worked. Student employees will log on daily to the student employee timekeeping system and record their work time in and time out. At the end of each payroll period, time records are approved by the supervisor and submitted to payroll in accordance with the payroll schedule. Only those hours properly recorded by the student and approved by the supervisor will be paid in the student's paycheck for the pay period. Hours not properly recorded and submitted will be subject to review and approval by the supervisor and will be payable in a future paycheck depending on the time of submission. To avoid delays in payment of wages, students are requested to accurately record their time daily. *Falsifying work hours is a prosecutable offense.*

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Student employees who work more than 4 hours continuously on a shift are allowed a 15 minute break for each 4 hour period worked. If a student works more than 6 hours they are to be allocated a 30 minute lunch break. Lunch breaks are without pay and thus the time must be recorded as such.

Work Periods

Students participating in the student employment programs at Missouri Western may work up to a total of 20 hours per week during the Fall and Spring terms in which they are enrolled in at least six credit hours of classes. Students who hold multiple position may not work more than 20 hours per week in all jobs during the fall and spring academic semesters. Students may work up to 40 hours per week over the summer (May, June, July and August) and winter (Last half of December and first half of January) breaks. Any hours exceeding 40 in one workweek must be paid at 1 ½ times the student's regular hourly wage.

Payment of Wages

All wages for work completed through the student employment program will be paid through the University payroll system. Checks are issued from the Business Office in accordance with the Payroll Schedule as defined and published by the Business Office.

Student employment wages are subject to federal and state withholdings including FICA and Medicare during breaks in enrollment (summer).

Benefits

Student employees are not eligible for benefits, paid vacation, paid sick leave or holiday pay during the course of their student employment.

Performance Evaluations

Student employees are given a written Performance Evaluation by their supervisor at the end of each semester term in which they are employed. Performance Evaluations are an excellent tool to help hone strengths and skills and make improvements when necessary. Supervisors will review evaluations with students and both parties will sign the completed evaluation. You will receive a copy of the evaluation; the department will submit the original of the evaluation to the Human Resources department to be included in the student's employment file.

Resignation

If it should prove necessary for student employees to ask for release from their positions, please give supervisors at least two weeks written notice. A copy of the written notice and a Termination form, signed by the supervisor, must be submitted to the Human Resources Office (Popplewell Hall 117). New job assignments will not be confirmed until this notice is received in the Human Resources Office.

Professional Behavior

Employers rely on their employees to keep their organizations running. This is true of all employees, whether they are regular, temporary, or student employees. Thus, it is important that you take your job seriously. Being paid real money means it is a real job and you should treat it as such. Below are some things to keep in mind while employed.

Arrive on time. If you will be late for any reason, call ahead and let your supervisor know.

Dress appropriately. Be sure to ask what the appropriate dress is for the office. Students representing the university in customer service positions may be expected to dress differently than those working in positions that have no contact with people outside the office. Keep in mind that full coverage is required. Examples- Pants must be pulled up, navels should not be exposed, no obscene or inappropriate messages, words, or graphics may be displayed on clothing.

Phone usage at work. Cell phones (including text messaging) and land lines are not to be used at work for personal calls, and must be turned off before you begin your shift (this is also true in the classroom).

Computer usage at work. No games or instant messaging is acceptable while you are working. Using the Internet to illegally download music, movies or other copyrighted material, and visiting inappropriate websites is grounds for immediate termination. Playing music with the permission of your supervisor is acceptable, but only at acceptable volumes and work appropriate music. Your responsibilities are to serve the needs of the department. If you have completed your tasks, ask what else you may work on. If the department has no additional work or tasks, but must have you there to answer the phones, only with the explicit permission of your supervisor may you read a work appropriate book or work on homework as long as you understand that if a guest enters the department or the phone rings, your reading and or homework stops immediately so that you may greet the guest(s) or answer the phone.

Work appropriate conversations and interactions. You are expected to engage in appropriate conversations and interact with co-workers and guests in a professional manner. Sexually suggestive language and conversation is unacceptable. Profanity and racial epithets are also unacceptable and grounds for termination.

Keep your supervisor informed. If you are sick or will need to miss work, talk to your supervisor as soon as possible. By contacting your supervisor in advance, he/she has the opportunity to reschedule your hours and work tasks so that the office is not put in an awkward situation.

Communication is key. Your supervisor is your first contact if you are having any difficulties in your job. He/she can assist you in identifying the source of the problems and determining how to resolve the issue. Whether you are having trouble operating a particular office machine or are having trouble working with someone else in the office, let your supervisor know so that he/she can help.

Participate actively in your performance evaluation. The skills you develop in your student job will play a role in what opportunities are available to you upon graduation. The relationship between yourself and your supervisor is stronger when performance evaluation information is shared. Your supervisor has the opportunity to point out both strengths and weaknesses, and the student has the opportunity to learn how he/she can continue improving his/her performance. Your employer will evaluate you once each semester.

Schedules

Each semester, supervisors and students cooperate and make every effort to arrange working hours in view of students' class schedules, but this may not be possible. Keep in mind that your schedule as a student employee may include exam week.

Schedule Change

Student employees may not change work schedules without the approval of their supervisor.

Attendance

Student employees are required to work the hours they have been assigned. Should illness prevent student employees from working, they are responsible for informing their supervisor in writing or by phone as early as possible. For other absences, students must submit a written request to the supervisor three days in advance. On approval of the supervisor, the work hours are rescheduled or adapted. In some departments and offices, it is necessary for student employees to find a suitable replacement. Supervisors will inform student employees in such cases.

Disciplinary Procedures

Unacceptable behavior and actions may merit disciplinary action on the part of your supervisor. Keep in mind their constructive criticism is to give you guidance and help you achieve your full potential. Below, we have listed the steps for disciplinary

procedures. Some actions may not require a three-step approach, and may require immediate action on the part of the supervisor.

1. **Verbal Warning:** Your supervisor will discuss the problem with you. The supervisor will take notes and type up the summary for each of you to sign. Both parties are to receive a copy for their records.
2. **Written Warning:** Your supervisor will discuss the problems with you; notify you of the possibility of termination if corrective action is not taken, give them a time period to correct the problem. The student should receive a copy of the written warning, and a signed copy should be sent to Human Resources Popplewell Hall 117.
3. **Termination:** After a verbal and written warning, if the behavior is not corrected in a timely fashion, students may be terminated. Immediate termination of a student is expected for gross misconduct, including but not limited to actions threatening the safety of others, malicious use or theft of agency property, or falsification and/or forgery of time sheets or other documents. Supervisors should report such cases to Human Resources. A student's actions while employed may result in further disciplinary action by the University and/or civil penalties imposed by the county, state or federal authorities. You must complete a Change Authorization form whenever a student's employment ends in a position regardless of the circumstances.

Grievance Procedure for Student Employees

The purpose of the grievance procedure is to provide the avenue to resolve employment related problems or issues at the lowest level possible within the policies of Missouri Western as well as Federal and State Employment Law. Ensure you keep communication open, honest and respectful, and we will be able to reduce incidences of miscommunication and misunderstanding that result in terminations and grievances.

Any charges related to Equal Rights, Sexual Harassment, Americans with Disabilities Act, or any other charge falling within the parameter of Title VII will be referred directly to Missouri Western State University's Human Resources Department to be processed in accordance with the Missouri Western State University Policy Guide.

All grievances must be filed within seven days of the incident in question, or within seven days of learning of the issue. An exception may be made for ongoing issues, but open communication with supervisors and the Student Employment office are key to solving issues before they become problems. Do not wait and let issues become problems and ongoing frustration, as we cannot act to resolve issues when we are unaware they exist.

Charges involving employee relations and/or just or unjust cause for disciplinary action or termination will be addressed by the Department Supervisor, and if resolution is not reached, then by the Student Employment Coordinator and/or Director of Human Resources. The Student Employment Coordinator and/or Director of Human Resources will interview the parties involved, review appropriate documentation and make a

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determination based on evidence presented in accordance with Missouri Western policy as well as Federal and State Employment Law.

Students may submit an official grievance form found under the Forms section of the student employment website. The Student Employment Coordinator will respond within two weeks of a formal complaint, investigate within two weeks, and have a written report regarding the finding provided to all parties directly involved within two weeks of completing the investigation.

If any party involved in an investigation fails to provide requested information or fails to make him or her self available for interview purposes, this information shall be considered in the final decision and included in the final report. If resolution is not reached, the relevant documents will be forwarded to Missouri Western State University's Human Resources Department and the Risk Manager for final review and response. If the finding of the Risk Manager and Human Resources is the same finding as the Student Employment Coordinator, either the Human Resources Department or the Risk Manager may respond as such by copying all parties involved on the original report, citing the Student Employment report and upholding its finding.

If termination is the result of disciplinary action, a student may apply for another on-campus position as available. Violations and terminations that are accompanied by a work ban in future on campus jobs may include but are not limited to; acts of violence, fraud, and other illegal, unethical or illicit behavior. The Student Employment office will also forward information regarding disciplinary action to the Dean of Student Development in the event there is further concern regarding the student on campus.

Students banned from working on campus may appeal that ban after one full academic year has passed, provided they have fulfilled the terms and agreements of any civil penalties they incurred in conjunction with their termination and work ban. Appeal must come in the form of a formal letter to the office of student employment outlining the action steps they have taken since the time the ban was instated to improve their standing with the community and/or University, an understanding and acceptance of the original charges and the impact their actions had on the community/University, as well as a written apology to all parties involved in the original incident. The student employment coordinator will review the letter(s), may request an interview with the student and parties involved, and respond to the request with two weeks.

Note: Employment at Missouri Western is "At Will" in accordance with Missouri Labor Law.

OTHER QUESTIONS

Our staff would like to ensure that you have the best possible experience working with Missouri Western's Human Resources and Student Employment offices. Please feel free to contact us with any questions or comments.

Human Resources – Popplewell Hall 117 - (816) 271-4587

Student Employee – Eder Hall 202 - (816) 271-4286

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stuemployment@missouriwestern.edu

Missouri Western State University policies provide for equal opportunity employment and admission to all programs of the University.

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I have read and understand the Student Employment Handbook, and agree to the policies and procedures outlined for the purposes of Student Employment with Missouri Western State University.

Name: _____

Date: _____

Signature: _____