GAC #13-27 – Student Code of Conduct

Source of Proposal: Student Affairs

Purpose of Proposal: Policy Revision

Current Policy or Procedure: Student Handbook

Proposed Policy or Procedure: See Attached Separate Document

GAC Summary: This proposal will be forwarded to the President for his approval.

Presidential Action: This proposal was signed by the President on June 24, 2014.

GAC #13-28 – Benefits for Retirees

Source of Proposal: Human Resources

Purpose of Proposal: Policy Revision

Current Policy or Procedure: MWSU Policy Guide, Benefits for Retirees

Benefits for retired employees include:
- Use of Library
- Medical plan (may be purchased)
- Notary public
- Parking – Parking hang tags are processed through the Parking and Security Services office and may be picked up after final paycheck has been received
• Access to recreation services and facilities
• Wellness program, if participating in the University sponsored health insurance
• Employee assistance program (EAP), if participating in the University sponsored health insurance
• Attendance at any University activity which requires only ID cards for admission (ID cards are processed through the Parking and Security Services office and may be picked up after final paycheck has been received)

Proposed Policy or Procedure: Effective July 1, 2014

Benefits for retired employees include:
• Use of Library
• Medical plan (may be purchased)
• Life insurance policy (may be purchased)
• Notary public
• Parking – A new retiree parking hang tag will be processed through the Parking and Security Services office and may be picked up after the employee’s final paycheck has been issued
• Access to recreation services and facilities for retiree and spouse
• Wellness program, if participating in the University sponsored medical insurance
• Employee assistance program (EAP), if participating in the University sponsored medical insurance
• Tuition Reduction benefits (per the parameters of the Tuition Reduction Policy)
• Attendance at any University activity which requires only ID cards for admission. A new ID card will be processed through the Parking and Security Services office and may be picked up after the employee’s final paycheck has been issued
• Email account continuation

GAC Summary: This proposal will be forwarded to the President for his approval.

Presidential Action: This proposal was signed by the President on June 24, 2014.

GAC #13-29 – Credit Union

Source of Proposal: Human Resources

Purpose of Proposal: Policy Revision

Current Policy or Procedure: MWSU Policy Guide, Credit Union

All full time employees of Missouri Western State University have credit union privileges available through the St. Joseph Teachers’ Credit Union and/or the St. Joseph Postal Credit Union. For further information contact the Department of Human Resources or Payroll Office.

Proposed Policy or Procedure: Effective July 1, 2014
All full time employees of Missouri Western State University have credit union privileges available through the St. Joseph Teachers’ Credit Union and/or the St. Joseph Postal Credit Union. For further information see the HR web page or contact the Office of Human Resources or the Credit Union directly.

GAC Summary:  This proposal will be forwarded to the President for his approval.

Presidential Action:  This proposal was signed by the President on June 24, 2014.

GAC #13-30 – Employee Assistance Program

Source of Proposal:  Human Resources

Purpose of Proposal:  Policy Revision

Current Policy or Procedure:  MWSU Policy Guide, Employee Assistance Program

The Employee Assistance Program is part of the Missouri Western State University health insurance benefit. The EAP provides confidential assistance for a variety of problems which may interfere with job performance, including alcohol and drug abuse, financial, marital, family, legal, or emotional problems, etc.

Eligible employees/retirees may contact the EAP provider directly. Contact information may be found in the annual Employee Benefit Guide or on the HR web page.

The program normally is voluntary; however in specific instances may be required as a condition of employment. Typically, an EAP provides a certain number of visits with a provider at no cost. Please refer to the current Employee Benefit Guide or the HR web page for more details. The costs for additional services that are not covered by health insurance will be the responsibility of the employee.

Proposed Policy or Procedure:  Effective July 1, 2014

The Employee Assistance Program (EAP) is part of the Missouri Western State University medical insurance benefit. The EAP provides confidential assistance for a variety of problems which may interfere with job performance, including alcohol and drug abuse, financial, marital, family, legal, or emotional problems, etc.

Eligible employees/retirees may contact the EAP provider directly. Contact information may be found in the Employee Benefit Guide or on the HR web page.

GAC Summary:  This proposal will be forwarded to the President for his approval.

Presidential Action:  This proposal was signed by the President on June 24, 2014.
GAC #13-31 – Employee Separation Procedures

Source of Proposal: Human Resources

Purpose of Proposal: Policy Revision


Upon notice of separation of employment with the University, an Employee Separation Checklist will be completed by Human Resources. The Employee Separation Checklist must be completed satisfactorily with all charges/materials due to the University paid/returned no later than the last day of employment. Final payroll checks may be held until all employee related debts to the University have been satisfied and all University property returned. This final check will be a physical check and not direct deposited.

Official policy states that health, dental, vision, life, AD&D and LTD benefits will cease at the end of the month of an employee’s termination. Faculty who complete a nine/ten month contract and have chosen to be paid over 10 months or 12 months and are eligible for health coverage and/or other insurance, will be entitled to twelve months of coverage through July 31. Benefits for faculty terminating at the end of the fall semester continue through the last day of December of that academic year.

If an employee receives vacation payout and is rehired by MWSU within three months, their sick, personal days and bereavement leave balances carry over from the previous period of employment along with their level of vacation accrual. If rehired after three months, sick, vacation, personal days and bereavement leave accrual will start over. The employee is entitled to payment for any earned, unused vacation in addition to regular pay. The policy is to pay an employee for any accumulated vacation hours that an employee may have remaining unused at the time of separation. Employee must be present and working on actual last day of employment.

Proposed Policy or Procedure: Effective July 1, 2014

Upon notice of separation of employment with the University, an Employee Separation Checklist will be completed by the Office of Human Resources. The Employee Separation Checklist must be completed satisfactorily with all charges/materials due to the University paid/returned no later than the last day of employment and prior to meeting with the Benefits Coordinator to finalize their separation process. Final payroll checks may be held until all employee related debts to the University have been satisfied and all University property returned. This final check will may be a physical check and not direct deposited.

Official policy states that health, dental, vision, life, AD&D and LTD employee benefits will cease at the end of the month of an employee’s termination. Faculty who complete a 9/10 month contract and have chosen to be paid over 10 months or 12 months and are eligible for health coverage and/or other insurance enrolled in employee benefits, will be entitled to 12 months of coverage through July 31. Benefits for faculty terminating at the end of the fall semester continue through the last day of December of that academic year.
If an employee receives vacation payout and is rehired by MWSU within three months, their sick, personal days and bereavement leave balances carry over from the previous period of employment along with their level of vacation accrual. If rehired after three months, sick, vacation, personal days and bereavement leave accrual will start over. The employee is entitled to payment for any earned, unused vacation in addition to regular pay. The policy is to pay an employee for any accumulated vacation hours that an employee may have remaining unused at the time of separation with their final regularly scheduled payroll. Employee must be present and working on actual last day of employment, and meet with the Benefits Coordinator to finalize their separation process.

GAC Summary: In the first sentence, “the Office of” was added before “Human Resources” that was not in the proposed information. In the second sentence of the second paragraph, written numbers were changed to numerical for nine/ten (9/10) month contract and twelve (12) months of coverage.

With these changes, this proposal will be forwarded to the President for his approval.

Presidential Action: This proposal was signed by the President on June 24, 2014.

GAC #13-32 – Health Coverage, Group Insurance and Cafeteria Plan

Source of Proposal: Human Resources

Purpose of Proposal: Policy Revision


Missouri Western State University provides health coverage, dental, vision, long term care, life, accidental death, dismemberment, and long term disability insurance for full time employees with payroll deductions available for dependent coverage. Informational booklets pertaining to each of these benefit plans is available from the Department of Human Resources and questions concerning coverage should be directed to that office. All benefits services are effective first day of month following date of hire.

MEDICAL COVERAGE

Premiums for medical coverage will be paid by the University for full-time employees. Eligible employees may purchase dependent coverage. Medical coverage for staff employee regularly scheduled to work in a position for a minimum of one thousand forty (1040) hours per year or equivalent, but less than one thousand six hundred sixty four (1664) hours per year or equivalent; or a faculty member under an academic year contracted for a minimum of fifteen (15) but less than twenty four (24) undergraduate semester credit hours or equivalent during the academic year may be eligible to purchase medical coverage through the University’s group coverage with Blue Cross Blue Shield through payroll deduction. Specific information regarding coverage is available through the Department of Human Resources.
DENTAL INSURANCE

Premiums for dental coverage may be elected to be paid by the University for full-time employees. Eligible employees may purchase dependent coverage. Dental coverage for staff employees regularly scheduled to work in a position for a minimum of one thousand (1000) hours per year or equivalent, but less than one thousand six hundred sixty four (1664) hours per year or equivalent; or a faculty member under an academic year contract for a minimum of fifteen (15) but less than twenty four (24) undergraduate semester credit hours or equivalent during the academic year may be eligible to purchase dental coverage with Delta Dental through payroll deduction. Specific information regarding coverage is available through the Department of Human Resources or the Human Resources web page.

VISION INSURANCE

Premiums for vision coverage may be elected to be paid by the University for full-time employees. Eligible employees may purchase dependent coverage. Vision coverage staff employee regularly scheduled to work in a position for a minimum of one thousand (1000) hours per year or equivalent, but less than one thousand six hundred sixty four (1664) hours per year or equivalent; or a faculty member under an academic year contract for a minimum of fifteen (15) but less than twenty four (24) undergraduate semester credit hours or equivalent during the academic year may be eligible to purchase vision coverage with VSP through payroll deduction. Specific information regarding coverage is available through the Department of Human Resources.

CAFETERIA PLAN

The University offers its eligible employees a Section 125 Cafeteria Plan that provides a tax savings opportunity by paying specific coverage costs and out-of-pocket medical and dependent care expenses with pre-tax dollars. Eligible employees include regular faculty and staff members working a minimum of half-time. Enrollment is within 30 days after their date of hire, during the annual open enrollment, and/or within 30 days after change in status. It is a voluntary plan for which employees earn the same amount, but through participation, reduce tax liability. The plan has three (3) components:

- pre-tax insurance payments for medical, dental, and vision for dependents; up to $40,000 of additional life insurance for employees; optional cancer protection, intensive care and accident insurance
- medical care expenses - reimbursement program
- dependent care expenses - reimbursement program

Employees may participate in any sections of the program on a calendar year basis.

PRESCRIPTION PROGRAM

Employees who have medical coverage also participate in the prescription program offered through their medical plan. Specific information regarding coverage is available through the Department of Human Resources.
LIFE INSURANCE

The premiums paid by the University provide each full-time employee with one time their annual salary in Basic Life Insurance and Accidental Death and Dismemberment policies. Employees may pay for optional additional life insurance coverage for self and dependent life insurance coverage at group rates.

The amount of coverage will be reduced at certain ages, beginning at age 65, as outlined in your Group Life Insurance Plan Certificate Booklet. Please refer to your booklet for the percentages of reduction.

LONG-TERM DISABILITY

If an employee becomes sick or injured and unable to return to work, long term disability benefits may be payable after six months of disability. An employee determined to be eligible for long term disability payments by the long-term disability carrier normally is separated from employment by the University the last day of the month in which the determination is made. The long term disability benefits pay up to 60 percent of your monthly salary, retirement or other disability plans.

SHORT-TERM DISABILITY

The short term disability policy provides assistance to employees who, due to unfortunate circumstances of illness of injury, have used all accumulated leave and are not yet eligible for long term disability.

Policy Provisions/Eligibility

- Employees eligible for long term disability coverage shall not receive short term disability assistance;
- All accumulated leave shall be exhausted before consideration is given to short term disability assistance; and
- There shall be clear proof of disability by the attending physician to support the employee’s statement. Disability/disabled means that because of injury or sickness, the employee: 1) is completely and continuously unable to do each of the material duties of his/her regular job; and 2) requires the regular care and attendance of a physician. Condition verification by an independent physician may be required.
- All regular benefits provided employees shall continue during the short term disability period.
- The President shall have final approval for short term disability applications.

Short term disability coverage shall provide assistance to the qualified employee in accordance with the eligibility schedule below:
<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Benefit Level</th>
<th>Maximum Benefit Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-5</td>
<td>No Benefit</td>
<td></td>
</tr>
<tr>
<td>6-10</td>
<td>40% of salary</td>
<td>13 weeks</td>
</tr>
<tr>
<td>11+</td>
<td>50% of salary</td>
<td>13 weeks</td>
</tr>
</tbody>
</table>

**Proposed Policy or Procedure:** Effective July 1, 2014

**Benefits for Employees (policy name change)**

Missouri Western State University provides health medical coverage, dental, vision, long term care, life, accidental death & dismemberment, and long term disability insurance for full time employees in a regular budgeted, benefit eligible position with payroll deductions available for dependent coverage. Informational booklets pertaining to each of these benefit plans are available from the Department Office of Human Resources or the HR web page, and questions concerning coverage should be directed to that office. All benefits services are effective first day of month following date of hire.

**MEDICAL COVERAGE**

Premiums for medical coverage will be paid by the University for full-time employees. Eligible employees may purchase dependent coverage. Medical coverage for staff employees regularly scheduled to work in a half-time position for a minimum of one thousand forty (1040) hours per year or equivalent, but less than one thousand six hundred sixty four (1664) hours per year or equivalent, or a faculty member under an academic year contract for a minimum of fifteen (15) but less than twenty four (24) undergraduate semester credit hours or equivalent during the academic year may be eligible to purchase medical coverage through the University’s group coverage with Blue Cross Blue Shield through payroll deduction. Specific information regarding coverage is available through the Department of Human Resources.

**DENTAL INSURANCE**

Premiums for dental coverage may be elected to be paid by the University for full-time employees. Eligible employees may purchase dependent coverage. Dental coverage for staff employees regularly scheduled to work in a half-time position for a minimum of one thousand (1000) hours per year or equivalent, but less than one thousand six hundred sixty four (1664) hours per year or equivalent, or a faculty member under an academic year contract for a minimum of fifteen (15) but less than twenty four (24) undergraduate semester credit hours or equivalent during the academic year may be eligible to purchase dental coverage through Delta Dental through payroll deduction. Specific information regarding coverage is available through the Department of Human Resources or the Human Resources web page.

**VISION INSURANCE**

Premiums for vision coverage may be elected to be paid by the University for full-time employees. Eligible employees may purchase dependent coverage. Vision coverage for staff employees regularly scheduled to work in a half-time position for a minimum of one thousand
(1000) hours per year or equivalent, but less than one thousand six hundred sixty four (1664) hours per year or equivalent; or a faculty member under an academic year contract for a minimum of fifteen (15) but less than twenty four (24) undergraduate semester credit hours or equivalent during the academic year may be eligible to purchase vision coverage through the University’s group coverage with VSP through payroll deduction. Specific information regarding coverage is available through the Department of Human Resources.

CAFETERIA PLAN

The University offers its IRS deemed eligible employees a Section 125 Cafeteria Plan that provides a tax savings opportunity by paying specific coverage IRS deemed costs and out-of-pocket medical and dependent care expenses with pre-tax dollars. Eligible employees include full-time benefit eligible employees, regular faculty and staff members working a minimum of half time. Enrollment is within 30 days after their date of hire, during the annual open enrollment, and/or within 30 days after change in status. It is a voluntary plan for which employees earn the same amount, but through participation, reduce tax liability. The plan has three (3) components:

- pre-tax insurance payments premiums for medical, dental, and vision for dependents; up to $40,000 of additional life insurance for employees; optional cancer protection, intensive care and accident insurance
- medical care expenses - reimbursement program
- dependent care expenses - reimbursement program

Employees may participate in any or all sections of the program on a calendar year basis.

Employees terminating employment have 30 days after termination to submit receipts that were incurred prior to termination. All receipts must have dates of service prior to the termination date. All expenses must be incurred prior to or on the date of termination.

Please refer to your Benefit Guide for specific deadlines for incurring expenses and requesting reimbursements. This may differ for an active employee vs. an employee that is terminating service. These are IRS deadlines and there is no allowance for exceptions to these rules.

PRESCRIPTION PROGRAM

Employees who have participate in the University’s medical coverage also participate in the prescription program offered through their medical plan. Specific information regarding coverage is available through the Department Office of Human Resources or the HR web page.

LIFE INSURANCE

The Premiums paid by the University provide each full-time employee with one times their annual base salary in Basic Life Insurance and Accidental Death and Dismemberment policies. Employees may pay for optional additional life insurance coverage for self and dependent life insurance coverage at group rates. This is term life insurance and only covers an employee and dependent while the employee is employed with Missouri Western State University.
The amount of coverage will be reduced **annually** at certain ages, beginning at age 65½, as outlined in your Group Life Insurance Plan Certificate Booklet. Please refer to your Benefit Guide or the HR web page for more details on the percentages of reduction.

**LONG-TERM DISABILITY**

If an employee becomes sick or injured and unable to return to work, long term disability benefits may be payable after six months of disability. An employee determined to be eligible for long term disability payments by the long-term disability carrier normally is separated from employment by the University the last day of the month in which the determination is made. The long term disability benefits pay up to 60 percent of your monthly salary, retirement or other disability plans.

**SHORT-TERM DISABILITY**

The University’s “in-house” short term disability policy provides assistance to employees who, due to their own unfortunate circumstances of illness or injury, have used all accumulated leave and are not yet eligible for long term disability.

**Policy Provisions/Eligibility**

- Employees **approved** eligible for long term disability coverage shall not receive short term disability assistance;

- Applications for short term disability benefits should be requested from the Office of Human Resources;

- All accumulated leave shall be exhausted before consideration is given to short term disability assistance; and

- There shall be clear proof of disability by the attending physician to support the employee’s **statement** request. Disability/disabled means that because of illness or injury or sickness, the employee:

  1) is completely and continuously unable to do each of the **essential material** duties of his/her regular job; and

  2) requires the regular care and attendance of a physician. Condition verification by an independent physician may be required.

- All regular benefits provided employees shall continue during the short term disability period.

- The President shall have final approval for short term disability applications.
Short term disability coverage shall provide assistance to the qualified employee in accordance with the eligibility schedule below:

<table>
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<tr>
<th>Years of Service</th>
<th>Benefit Level</th>
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</tr>
<tr>
<td>11+</td>
<td>50% of salary</td>
<td>13 weeks</td>
</tr>
</tbody>
</table>

**GAC Summary:** The first sentence under Medical Coverage will not be changed as originally indicated, to strike “will be” and insert “may be.” The first sentence under Dental Insurance will not be changed as originally indicated, to strike “elected to be.”

A few clerical corrections were also noted and made.

With these changes, this proposal will be forwarded to the President for his approval.

**Presidential Action:** This proposal was signed by the President on June 24, 2014.

**GAC #13-33 – Benefits for Part-Time and Half-Time Employees**

**Source of Proposal:** Human Resources

**Purpose of Proposal:** Policy Revision

**Current Policy or Procedure:** MWSU Policy Guide, Benefits for Part-Time and Half-Time Employees

Benefits for part-time employees (includes adjunct faculty) are:
- Check cashing
- Liability insurance
- Notary public
- Social security
- Workers’ compensation
- Recreational services and facilities

For members of the Administration, Faculty, Exempt and Non-Exempt Staff who work at least half-time in a regular (budgeted) position, (unless exceptions are made within contract) the following benefits are provided in addition to those listed above:
- Vacation (proration of full-time benefit applicable to staff)
- Holidays (of full-time benefit will be paid if normally scheduled to work that day)
- Sick leave (of full-time benefit)
- Personal Days (of full-time benefit)
- Health center usage
- MWSU Tuition Reduction Program (see Tuition Reduction Program policy)
- Vocational certification reimbursement
• Health, dental, vision coverage through payroll deduction. Specific information regarding coverage is available through the Human Resources Department.
• Retirement

**Proposed Policy or Procedure:** Effective July 1, 2014

Benefits for part-time employees (includes adjunct faculty) are:
• Check cashing
• Liability insurance
• Notary public
• Social security
• Workers’ compensation
• Recreational services and facilities

For members of the Administration, Faculty, Exempt and Non-Exempt Staff who work at least half-time in a regular (budgeted) position, (unless exceptions are made within contract) the following benefits are provided in addition to those listed above:

• Vacation (proration of full-time benefit applicable to staff)
• Holidays (proration of full-time benefit will be paid if normally scheduled to work that day)
• Sick leave (proration of full-time benefit)
• Personal Days (proration of full-time benefit)
• Health center usage
• MWSU Tuition Reduction Program (see Tuition Reduction Program policy)
• Vocational certification reimbursement
• Health, dental, and vision coverage purchased by employee at current University rates through payroll deduction. Specific information regarding coverage is available through the Office of Human Resources Department
• Retirement

**GAC Summary:** It was recommended that in the list for Administration, Faculty, Exempt and Non-Exempt Staff who work at least half-time, “Health center usage” be struck. Also, “Vocational certification reimbursement” should remain on the list.

With these changes, the proposal will be forwarded to the President for his approval.

**Presidential Action:** This proposal was signed by the President on June 24, 2014.

**GAC #13-34 – Retirement**

**Source of Proposal:** Human Resources

**Purpose of Proposal:** Policy Revision

**Current Policy or Procedure:** MWSU Policy Guide, Retirement
Effective January 1, 1998 all employee’s are required to make the mandatory contribution for Social Security coverage, with matching contribution by the University.

Regular full-time and one-half-time employees who meet our eligibility requirements (a minimum of 1,040 hours annually) normally are provided retirement benefits through the Missouri State Employees Retirement System. (Note: temporary, non-faculty and one semester or half-time faculty are not eligible for retirement benefits.)

Effective July 1, 2002, all newly hired retirement eligible faculty members or administrators with academic rank and no prior MOSERS service will participate in the College and Universities Retirement Plan (CURP).

Specific information regarding benefits and criteria for retirement is available from the Department of Human Resources.

Receptions to honor retiring employees are coordinated by the Department of Human Resources.

**Proposed Policy or Procedure:** Effective July 1, 2014

Effective January 1, 1998 all employee’s are required to make the mandatory contribution for Social Security coverage, with matching contribution by the University.

Regular Budgeted full-time and one-half-time staff employees in a benefit eligible position and who meet our eligibility requirements (a minimum of 1,040 hours annually) normally are provided retirement benefits through the Missouri State Employees Retirement System. (Note: temporary, non-faculty and one semester or half-time faculty are not eligible for retirement benefits.)

Effective July 1, 2002, all newly hired retirement eligible faculty members or administrators with academic rank and no prior MOSERS service will participate in the College and Universities Retirement Plan (CURP).

Specific information regarding benefits and criteria for retirement is available from the Department Office of Human Resources.

An annual reception to honor retiring employees are is coordinated by the Department Office of Human Resources.

Adjunct or MOA employees currently enrolled in MOSERS through another employer must notify the Office of Human Resources of this enrollment upon employment with Missouri Western or when this enrollment first begins with the other employer.

**GAC Summary:** The Note at the end of the second paragraph should read “Note: temporary staff in one semester positions or half-time faculty are not eligible for retirement benefits.”

The fifth paragraph should read “An annual reception to honor retiring employees is coordinated by the Office of Human Resources.”
With these changes, this proposal will be forwarded to the President for his approval.

**Presidential Action:** This proposal was signed by the President on June 24, 2014.

GAC #13-35 – Tax Deferred Annuities

**Source of Proposal:** Human Resources

**Purpose of Proposal:** Policy Revision

**Current Policy or Procedure:** MWSU Policy Guide, Tax Deferred Annuities (403b)

Missouri Western State University has been designed a “non-profit organization” status in regard to the Internal Revenue Service. As such, employees of the University may establish tax-deferred annuities on an individual, voluntary basis. The employee may choose participation from an approved list of providers that have met the 403(b) participation and information sharing agreement requirements. The list of approved providers is available in the Human Resources Department.

**Proposed Policy or Procedure:** Effective July 1, 2014

**Tax Deferred Annuities (403b & 457)**

Missouri Western State University has been designed a “non-profit organization” status in regard to the Internal Revenue Service. As such, employees of the University may establish tax-deferred annuities on an individual, voluntary basis. The employee may choose participation from an approved list of providers that have met the 403(b) or 457 participation and information sharing agreement requirements. The list of approved providers is available in the Office of Human Resources Department or on the HR web page.

**GAC Summary:** This proposal will be forwarded to the President for his approval.

**Presidential Action:** This proposal was signed by the President on June 24, 2014.

GAC #13-36 – Pay Procedures

**Source of Proposal:** Human Resources

**Purpose of Proposal:** Policy Revision

**Current Policy or Procedure:** MWSU Policy Guide, Pay Procedures

Employees shall be paid on the following schedules:
Non-Exempt employees
Non-exempt employees will be required to enter their time daily in the University timekeeping system. On the last day worked of the bi-weekly cycle the employee will submit the time recordkeeping to the employee’s supervisor for approval. The Supervisor will be responsible for reviewing the submitted time for accuracy and approving the time in the University timekeeping system before 12:00 (noon) on the first workday following the close of the bi-weekly pay period. Nonexempt employees will be paid on a bi-weekly pay schedule. Paychecks will be issued the following Friday or the last workday of the week following the close of the bi-weekly payroll cycle. A bi-weekly payroll cycle and payday schedule will be provided to the employee and their supervisor for reference.

Exempt employees
Exempt employees including Administrators will be paid on a monthly basis on the last working day of the month.

Faculty (full-time and half-time)
Faculty are paid on a monthly basis on the last working day of the month. All full-time and half-time Faculty will be provided the option, at the time their contract is issued, of being paid on a 10-month or a 12-month basis for each academic year. Once the pay option is chosen for the contract year, it may not be changed.

For full-time or half-time Faculty hired after the beginning of the academic year, the pay will be pro-rated for the remaining months in the academic year from their start date through May 31. The 10-month or 12-month pay option will not be available until the start of the next full academic year beginning in August.

Adjunct Faculty
Adjunct Faculty who have signed and submitted their contracts in a timely manner will be paid in four monthly installments for the Fall and Spring terms in which they teach. The Fall term pay schedule will be in four equal monthly installments paid on the last day of the month in September, October, November and December. The Spring term pay schedule will be in four equal monthly installments in February, March, April and May. The Summer term will be paid in one or two monthly installments depending on the teaching schedule. All schedules of payments will be dependent upon the contract for the teaching assignment being signed and submitted in a timely manner so as the contract can be processed in accordance with payroll closing dates.

Direct Deposit:
The University requires direct deposit for all full-time, half-time, or part-time faculty, staff, and adjunct faculty. Direct deposit documentation must be completed and submitted to payroll before the 15th of the month in which the employee is scheduled to receive their first paycheck.

Student employees
All student employees are required to enter their time daily through the University’s timekeeping system. The student’s time recordkeeping is to be submitted to their Supervisor for approval on or before 12:00 midnight on the last day of the month. Failure to submit time may result in the student employee not being paid for the month on the student pay schedule. Time
submitted after the close of the payroll period will need to be submitted on a paper timesheet and will be paid in the following month’s payroll cycle.

Student payroll is issued on the 20th day of the month following the close of payroll with checks available after 10:00 a.m. If the 20th of the month occurs on a Saturday or Sunday, payment will be made on the previous Friday. Students must provide their student ID and sign for their paychecks at the Business Office.

A written authorization will be required if the student requests the paycheck to be released to another person (photo ID required).

Students have the option of signing up for Direct Deposit. The Direct Deposit Authorization form is available through the Human Resources office or Payroll.

**Proposed Policy or Procedure:** Effective July 1, 2014

*REVISED 6/25/14 (following GAC on 6/17/14)*

Pay Procedures

Any person currently employed by the University (faculty, staff, adjunct, student, MOA, etc.) who provides work to the University must receive their pay via payroll to allow proper taxation of the additional wages. Accordingly, employees shall be paid on the schedules detailed below.

The University requires payroll be direct deposit for all employees full-time, half-time, or part-time faculty, staff, and adjunct faculty (except for student employees). Direct deposit documentation must be completed and submitted to payroll five working days prior to the respective pay day in which the employee is scheduled to receive their first paycheck.

**Non-Exempt Employee**

Non-exempt employees will be paid on a bi-weekly pay schedule. Paychecks will be issued the following Friday or the last workday of the week following the close of the bi-weekly payroll cycle. A bi-weekly payroll cycle and payday schedule will **be maintained on the Payroll webpage**, [https://www.missouriwestern.edu/businessoffice/payroll/](https://www.missouriwestern.edu/businessoffice/payroll/).

Non-exempt employees **are encouraged** to enter their time daily in the University timekeeping system (Banner). On the last day worked of the bi-weekly cycle the employee will submit the time recordkeeping to the employee’s supervisor for approval. The Supervisor will be responsible for reviewing the submitted time for accuracy and approving the time in Banner before 12:00 (noon) on the first workday following the close of the bi-weekly pay period.
Additional/Outside Employment

A non-exempt employee must complete the Request for Additional or Outside Employment form, [https://www.missouriwestern.edu/hr/wp-content/uploads/sites/254/2013/12/OutsideEmploymentForm.pdf](https://www.missouriwestern.edu/hr/wp-content/uploads/sites/254/2013/12/OutsideEmploymentForm.pdf) prior to conducting additional work for the University or working for an outside employer (off campus).

If a non-exempt employee performs additional work for the University (unrelated to their primary position) which results in overtime, then the overtime will be charged to the primary employing department.

Additional work performed by a non-exempt employee must be submitted via time-entry in Banner. Lump sum payments to a non-exempt employee are discouraged but must be pre-approved by Human Resources to ensure they meet Department of Labor standards.

Departments that hire current employees for additional work will assume the additional employment costs such as FICA and Medicare. Those hiring departments must also plan to pay a prorated percentage of the employee’s retirement if the employee is in a benefit eligible position. Other group benefits, such as health insurance, will continue to be charged to the employee’s primary employing department.

Exempt Staff Employees

Exempt employees including Administrators will be paid on a monthly basis on the last working day of the month.

Additional/Outside Employment

An exempt employee must complete the Request for Additional or Outside Employment form, [https://www.missouriwestern.edu/hr/wp-content/uploads/sites/254/2013/12/OutsideEmploymentForm.pdf](https://www.missouriwestern.edu/hr/wp-content/uploads/sites/254/2013/12/OutsideEmploymentForm.pdf) prior to conducting additional work for the University or working for an outside employer (off campus).

Departments that hire a current exempt employee for additional work to the University, (unrelated to their primary position) must submit the approved request to the Office of Human Resources or on a pre-approved (by Payroll) spreadsheet directly to Payroll. Payment will be applied to the next available pay period.

Departments that hire current employees for additional work will assume the additional employment costs such as FICA and Medicare. Those hiring departments must also plan to pay a prorated percentage of the employee’s retirement if the employee is in a benefit eligible position. Other group benefits, such as health insurance, will continue to be charged to the employee’s primary employing department.
Faculty (Full-time and Half-time)

Faculty are paid on a monthly basis on the last working day of the month. All full-time and half-time faculty will be provided the option, at the time their contract is issued, of being paid on a 10-month or a 12-month basis for each academic year. Once the pay option is chosen for the contract year, it may not be changed.

For full-time or half-time faculty hired after the beginning of the academic year, the pay will be pro-rated for the remaining months in the academic year from their start date through May 31. The 10-month or 12-month pay option will not be available until the start of the next full academic year beginning in August.

Additional/Outside Employment

A faculty employee must complete the Request for Additional or Outside Employment form, https://www.missouriwestern.edu/hr/wp-content/uploads/sites/254/2013/12/OutsideEmploymentForm.pdf prior to conducting additional work for the University or working for an outside employer (off campus).

Departments that hire a current faculty employee for additional work to the University, unrelated to their primary position, must submit the approved request completed Request for Additional or Outside Employment form to the Academic Affairs Office or on a pre-approved (by Payroll) spreadsheet directly to Payroll. Payment will be applied to the next available pay period.

Departments that hire current employees for additional work will assume the additional employment costs such as FICA and Medicare. Those hiring departments must also plan to pay a prorated percentage of the employee’s retirement if the employee is in a benefit eligible position. Other group benefits, such as health insurance, will continue to be charged to the employee’s primary employing department.

Adjunct Faculty

Departments that hire new adjunct faculty must complete the New Adjunct Faculty Hiring Approval form, https://www.missouriwestern.edu/las/wp-content/uploads/sites/221/2014/02/AdjunctFacultyHireForm.pdf. This form must be approved have all appropriate signatures (approvals) by the Provost office before any employment paperwork can be completed in the Office of Human Resources.

Adjunct Faculty will be paid in four monthly installments for the Fall and Spring terms in which they teach. The Fall term pay schedule will be in four equal monthly installments paid on the last day of the month in September, October, November and December.

The Spring term pay schedule will be in four equal monthly installments paid on the last day of the month in February, March, April and May.

The Summer term will be paid in two monthly installments paid on the last day of the month in June and July.
**Student Employees**

All students who provide services to the University must be paid through payroll on an hourly (Non-Exempt) basis. Student employees actively attending courses are not subject to FICA and Medicare tax deductions; other tax deductions may vary depending on the amount of money paid to the individual. Lump sum payments to a student employee are discouraged but must be pre-approved by Human Resources to ensure they meet Department of Labor standards.

Students hired by the University, in any capacity, must complete employment authorization paperwork in the Office of Human Resources. Please refer to the Student Employment Handbook for guidance on employment by multiple departments.

All student employees are **required** to enter their time daily through **Banner**. The student’s time recordkeeping is to be submitted to their Supervisor for approval on or before 12:00 midnight on the **first** day of the month following the **end of the pay period** (i.e. **June hours submit July first**). Failure to “start” time entry in Banner may result in the student employee not being paid for the month on the student pay schedule. Time submitted after the close of the student payroll period will need to be submitted **directly to Payroll** on a paper timesheet and will be paid the following month’s payroll cycle.

Student payroll is issued on the 20th day of the month following the close of payroll for the **previous month**. **Paychecks** will be available at **8:00 a.m. on payday**. If the 20th of the month occurs on a Saturday or Sunday, payment will be made on the previous Friday. Students must provide their student ID and sign for their paychecks at the Business Office.

A written authorization will be required if the student requests the paycheck to be released to another person (photo ID required).

Students have the option of signing up for Direct Deposit. The Direct Deposit Authorization form is available through the Human Resources office or Payroll.

**Non-MWSU Employees: Temporary, MOA (Memorandum of Agreement)**

Prior to performing any work for the University individuals must complete all appropriate employment paperwork in the Office of Human Resources.

Individuals not employed by the University may be paid on a remittance voucher through Accounting Services as long as the nature of their work and definition of duties meet the requirements of an independent contractor as designated by IRS. Please access the **Independent Contractor Checklist**-link on the Human Resources web page.

Departments must have approval from the appropriate Department Head, Dean and Vice President or the President before an individual is to be hired into a temporary on a Memorandum of Agreement (MOA). All MOA positions are ineligible for benefits.

MOA’s are paid hourly and will **be required** to enter their time daily in **Banner**. Normally MOA employment is not to exceed one year.
Payment will be issued according to the next available pay period for the employee category (i.e. bi-weekly or monthly).

**Independent Contractor**

Independent Contractor status for any individual providing services to the University must be approved as an independent contractor prior to any work being performed for the University. An independent contractor checklist must be completed by the University hiring official and approved by Human Resources prior to any submission to Accounting Services for payment.

The University official who hires an independent contractor must submit the following to Accounting Services in order to process payment to an independent contractor: a detailed invoice or contract, remittance voucher, completed W-9 (link to Accounting Services) and a copy of the approved independent contractor checklist.

Independent contractors will be issued a federal 1099 form for tax purposes if they receive payments over $600 in a calendar year. All independent contractors are responsible for filing appropriate state and federal taxes on their own behalf. All independent contractors are responsible for providing their own worker’s compensation insurance and will not be covered under the University’s worker’s compensation insurance.

If an Independent Contractor is anticipated to receive pay consecutively for a period of time please contact Human Resources to initiate document of temporary employment such as an MOA.

**Remittance Vouchers**

Remittance Vouchers are to be used to process one-time, “de minimis” type payments to individuals. They can also be used to process reimbursement to an employee or student, as a honorarium (i.e. payment to guest speakers, volunteer evaluator, contest judge, etc.) or as a participation incentives (i.e. students in research projects).

**GAC Summary:** This proposal will be forwarded to the President for his approval.

**Presidential Action:** This proposal was signed by the President on July 7, 2014.

**GAC #13-37 – Overtime**

**Source of Proposal:** Human Resources

**Purpose of Proposal:** Policy Revision

**Current Policy or Procedure:** MWSU Policy Guide, Overtime, Flex Time, Comp Time
Overtime

Payment of overtime is applicable to all non-exempt employees. Exempt employees may be required to work beyond the normal work day/week and are required to work, in excess of thirty seven and one half hours per week if necessary, without compensation. Employees will be classified as exempt or non-exempt in accordance with applicable federal codes and regulations.

The general policy of the University is to avoid overtime. However, at times, the volume of work may make it necessary to work in excess of the regularly scheduled workweek. Compensation for overtime will be calculated at 1 ½ times the regular rate of pay or in accordance with University overtime compensatory time rules. (See below)

Overtime work is not to be performed at the discretion of the employee. The immediate supervisor must approve all overtime. The supervisor must indicate approval by signing an overtime form prior to the work being performed. Overtime forms are then completed and forwarded to the Payroll Coordinator.

Overtime pay or compensation is accrued when a non-exempt employee earns in excess of thirty seven and one half hours (37 1/2) hours of earned time per workweek. Earned Time shall include hours worked, sick leave used, personal leave used, vacation used, bereavement leave used, any early dismissal time allowance in lieu of formal breaks and holidays granted, including the birthday holiday. Therefore, if an employee works the entire normally scheduled workweek, the employee will have worked thirty seven and one half hours for overtime calculation purposes. For overtime calculations, the workweek will commence at 12:00 a.m. on Sunday and end at 11:59 p.m. on Saturday.

Employees who are called back on an Emergency or Unscheduled basis after completing their regular work schedule will be compensated for a minimum period of two hours plus actual time worked on site. (Emergency or Unscheduled call back compensation is paid if an employee is called to work outside the regular work schedule or on a holiday or weekend on an Emergency or Unscheduled basis). Overtime worked that is previously scheduled or is performed either at the beginning or end of a regularly scheduled shift is not considered emergency or unscheduled call back time and will be compensated at the regular overtime rate if that employee works in excess of forty hours within that particular work week. If an employee is “called in” to work, for example, an hour early, he/she will be compensated at the regular overtime rate, which is calculated at 1 ½ times the regular rate of pay if that employee works in excess of forty hours in that particular work week. However, if an employee is called into work in the middle of the night to make emergency repairs, is able to complete the repairs and return home before the beginning of the next scheduled shift, this time will be considered call back time. (See Earned Time definition above.)

Supervisors have the option of requiring non-exempt employees to use Flex-Time. Flex-Time shall be defined as time off of work within the same work week to compensate for time worked in excess of any regularly scheduled workday. Flex-Time is to be accrued on a basis of one hour of accrued time for each hour worked in excess of a regularly scheduled day. The expressed purpose of Flex-Time is to avoid the circumstance of the employee working in excess of forty hours in any given work week and the payment of overtime wages or the accrual of
Compensatory Time.

Supervisors also have the option of requiring that Compensatory Time (also known as Comp Time) be accrued and used by a non-exempt employee in lieu of overtime pay. It is solely the supervisor’s discretion whether to use compensation time or to pay overtime. Compensatory Time is earned whenever a non-exempt employee works in excess of thirty seven and one half hours in any particular workweek. Compensatory Time is accrued at a rate of one and one half times the hours worked in excess of forty hours per workweek. The employee is then allowed to use this earned Comp Time at a time mutually agreed upon by the supervisor and the employee. However, the employee must use this Compensatory Time within the current pay cycle or pay cycle immediately after the Compensatory Time was earned. All Compensatory Time earned during the month of June must be used by the end of that month. The decision to either pay overtime or utilize Compensatory Time is to be made when the overtime work is approved

**Proposed Policy or Procedure:** Effective July 1, 2014

**Overtime, Flex Time, Comp Time**

Payment of overtime is applicable to all non-exempt employees. Exempt employees may be required to work beyond the normal work day/week and are required to work, in excess of thirty seven and one half hours 37.50 per week if necessary, without compensation. Employees will be classified as exempt or non-exempt in accordance with applicable federal codes and regulations.

The general policy of the University is to avoid overtime. However, at times, the volume of work may make it necessary to work in excess of the regularly scheduled workweek. Compensation for overtime will be calculated at 1 ½ one and one-half hour times the regular rate of pay or in accordance with University overtime compensatory time rules. (See below)

Overtime work is not to be performed at the discretion of the employee. The immediate supervisor must approve all overtime. The supervisor must indicate approval by signing an overtime form prior to the work being performed. Overtime forms are then completed and forwarded to the Payroll Coordinator.

Please note that any time worked outside of regularly scheduled work hours is considered compensable time for non-exempt employees. This includes time spent checking/responding to emails, phone calls or other work, working prior to or after regularly scheduled hours including work over a regular lunch or break period. Supervisors must be vigilant to ensure that all work time worked is reported accurately. This type of work is strongly discouraged.

Overtime pay or compensation is accrued when a non-exempt employee earns in excess of thirty seven and one half hours (37 1/2) 37.50 hours of earned time per workweek. Earned Time shall include hours worked, sick leave used, personal leave used, vacation used, bereavement leave used, any early dismissal time allowance in lieu of formal breaks and holidays granted, including the birthday holiday. Therefore, if an employee works the entire normally scheduled workweek, the employee will have worked thirty seven and one half hours 37.50 for overtime
calculation purposes. For overtime calculations, the workweek will commence at 12:00 a.m. on Sunday and end at 11:59 p.m. on Saturday.

**Campus Closure**

Certain employees, considered essential personnel, are responsible for working their regular hours or other assigned hours due to inclement weather or other emergencies. Normally this may include grounds keeping staff, other Physical Plant staff and University Police staff. Employees who work additional hours, or hours during which the University is closed due to inclement weather or other emergency situations, will be paid time and one-half for their time worked regardless of whether 37.50 hours have been worked during that work week. Essential personnel who do not work or are not scheduled to work during the assigned time will not receive any wages for that time.

Employees scheduled to be off work due prescheduled usage of accrued time (vacation, sick or other) will continue to have their prescheduled absence time utilized as submitted.

**Emergency/Unscheduled Time**

Employees who are called back on an Emergency or Unscheduled basis after completing their regular work schedule will be compensated for a minimum period of two hours plus actual time worked on site. (Emergency or Unscheduled call back compensation is paid if an employee is called to work outside the regular work schedule or on a holiday or weekend on an Emergency or Unscheduled basis). Overtime worked that is previously scheduled or is performed either at the beginning or end of a regularly scheduled shift is not considered emergency or unscheduled call back time and will be compensated at the regular overtime rate if that employee works in excess of 37.50 hours within that particular work week. If an employee is “called in” to work, for example, an hour early, he/she will be compensated at the regular overtime rate, which is calculated at one and one-half times the regular rate of pay if that employee works in excess of 37.50 hours in that particular work week. However, if an employee is called into work in the middle of the night to make emergency repairs, is able to complete the repairs and return home before the beginning of the next scheduled shift, this time will be considered call back time. (See Earned Time definition above.)

**Flex Time**

Supervisors have the option of requiring non-exempt employees to use Flex-Time. Flex-Time shall be defined as time off of work within the same work week to compensate for time worked in excess of any regularly scheduled workday. Flex-Time is to be accrued on a basis of one hour of accrued time for each hour worked in excess of a regularly scheduled day. The expressed purpose of Flex-Time is to avoid the circumstance of the employee working in excess of forty 37.50 hours in any given work week and the payment of overtime wages or the accrual of Compensatory Time.

**Compensatory Time (Comp Time)**

Supervisors also have the option of requiring that Compensatory Time (also known as Comp Time) be accrued and used by a non-exempt employee in lieu of overtime pay. It is solely the supervisor’s discretion whether to use compensation or to pay overtime.
Compensation

Comp time is **can be** earned when a non-exempt employee works in excess of 37.50 hours in any particular workweek. Comp time is accrued at a rate of one and one-half times the hours worked in excess of 37.50 hours (**similar to overtime**) per workweek. The employee is then allowed to use their earned comp time at a mutually agreed upon **time** by the supervisor and the employee. However, the employee must use comp time within the pay cycle immediately after the comp time was earned. All comp time earned during the month of June must be used by the end of that month. The decision to either pay overtime or utilize comp time is to be made when the overtime work is approved by the supervisor.

Earned comp time must be reported into Banner for each payroll Period. Please refer to the Payroll web page, [https://www.missouriwestern.edu/businessoffice/payroll/](https://www.missouriwestern.edu/businessoffice/payroll/) for guidelines on using earned Comp Time.

**GAC Summary:** Under “Overtime, Flex Time, Comp Time, in the first paragraph, the second sentence should read “Exempt employees may be required to work beyond the normal work day/week and are required to work in excess of 37.50 hours per week if necessary without compensation.”

Under “Campus Closure,” the second paragraph should read “Employees scheduled to be off work due to prescheduled usage of accrued time…”

Under “Emergency/Unscheduled Time,” “Non-Exempt” should be added before Employees.

In the first sentence of the last paragraph of the proposal, the word “Period” should be lower case.

With these changes, this proposal will be forwarded to the President for his approval.

**Presidential Action:** This proposal was signed by the President on June 24, 2014.

GAC #13-38 – Graduate Faculty Capstone Experience Workload

**Source of Proposal:** Graduate Council

**Purpose of Proposal:** Policy Revision

**Current Policy or Procedure:** The current policy (below) is from the Graduate School Policy Portal (AKA Graduate Wiki) on Graduate Faculty Workload [http://academic.missouriwestern.edu/graduate/wiki/index.php?title=Graduate_Faculty_Workload](http://academic.missouriwestern.edu/graduate/wiki/index.php?title=Graduate_Faculty_Workload)

**Thesis and Internship Courses**

A credit bearing graduate thesis is being supervised. The faculty member receives the independent study workload of .5 x 1.33 = .67 load hours per thesis student enrolled in thesis credits. A graduate faculty member can receive a maximum of 3x1.33=4 load hours per semester for thesis supervision. Only the instructor of record for the thesis credits receives load.
A credit bearing graduate internship is being supervised. Faculty member receives the internship workload of $.5 \times 1.33 = .67$ load hours per internship supervised with a maximum of $2.5 \times 1.33 = 3.325$ load hours at this rate. A graduate faculty member supervising 10 graduate credit bearing internships would receive $3 \times 1.33 = 4$ load hours.

**Proposed Policy or Procedure:** Changes are indicated in **BOLD** (additions) or *strikethrough* (deletions)

**Thesis and Internship Courses**

A credit bearing graduate thesis, **individual capstone project, or individual capstone internship** is being supervised by a member of the Missouri Western graduate faculty. The faculty member receives the independent study workload of $.5 \times 1.33 = .67$ load hours per thesis student enrolled in thesis credits capstone courses. A graduate faculty member can receive a maximum of $3 \times 1.33 = 4$ load hours per semester for the thesis capstone experience supervision. Only the instructor of record for the thesis capstone credits receives load.

A credit bearing graduate internship is being supervised. Faculty member receives the internship workload of $.5 \times 1.33 = .67$ load hours per internship supervised with a maximum of $2.5 \times 1.33 = 3.325$ load hours at this rate. A graduate faculty member supervising 10 graduate credit bearing internships would receive $3 \times 1.33 = 4$ load hours.

**GAC Summary:** This proposal will be forwarded to the President for his approval.

**Presidential Action:** This proposal was signed by the President on June 24, 2014.

Respectfully submitted,

Jennie McDonald
Secretary