

## **Section 2 University Policies and Employment Regulations**

### **2.1 Disclaimer**

Missouri Western State University retains the right to change, modify, suspend, interpret, or cancel in whole in part any of its published or unpublished policies or practices, with or without advance notice. If statements in this guide are found to be in conflict with existing or future local, state, or federal laws or regulations, such rules shall supersede or prevail over the Supervisors' guide statements. This edition of the Supervisors' guide supersedes all previous editions.

- Create Date: 2018
- Review Date: April 2021

### **2.2 Missouri Western State University Policy Guide**

Please reference the Human Resources webpage for the [MWSU Policy Guide](#). Policies included but are not limited to:

- Nondiscrimination/Equal Employment Opportunity Policy
- Nondiscrimination/Equal Employment Opportunity Policy Procedure for Reporting and Investigating Complaints
- Sexual Misconduct Policy & Complaint Resolution Procedures
- Conflict of Interest
- Nepotism-Employment of Family Members or Other Defined Relationship

### **2.3 Fair Labor Standards Act (FLSA)**

The Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, record-keeping, and child labor standards affecting full-time and part-time workers in the private sector and in federal, state and local governments. Missouri Western State University's employment policies must be in compliance with the requirements outlined in FLSA. For more information regarding FLSA, please reference: [Fair Labor Standards Act \(FLSA\)](#).

### **2.4 Family Educational Rights and Privacy Act (FERPA)**

The [Family Educational Rights and Privacy Act \(FERPA\)](#) is a federal law which sets forth requirements aimed at protecting the privacy of educational records. Education records are defined as those records which directly relate to a student and are maintained by an educational agency or institution or by a party acting on behalf of that institution. Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements. This includes but is not limited to student employment records.

## **2.5 NCAA Regulations**

For more information regarding the employment of student athletes, please contact the Associate Athletic Director/Compliance & Sports Administration.

## **2.6 E-Verify**

The Student Employment Program participates in E-Verify.

## **2.7 Federal Student Aid Handbook**

The Student Employment Program abides by the Federal Student Aid Handbook.