

## Missouri Western State University

<b>Policy Name:</b> Work/Life Benefits for Part-Time Employees	<b>Date Effective:</b> July 1, 2024
<b>Policy Category:</b> Human Resources	<b>Date Last Revised:</b> February 2, 2018
<b>Approving Authority:</b> Vice President of Finance & Administration	<b>Date Last Reviewed:</b>
<b>Responsible Office:</b> Office of Human Resources	<b>Recommended Review Cycle:</b> Annual

### I. Purpose

Missouri Western State University values the contributions of all employees. The following description of part-time employee benefits available at the University is subject to modification at any time without additional notice by action of the Board of Governors, by the administration to whom authority to modify part-time employee benefits has been given, or as required by law.

### II. Applicability

This policy applies to Part-Time Employees of the University.

### III. Definitions

**Part-time Employee.** An individual who typically works less than 30 hours per week in a non-benefit eligible position. Part-time employees include those working in a staff or faculty position. Part-time staff positions may be seasonal, temporary (i.e., hired for a specific period of time, such as for a semester or till completion of a specific project), or less than 30 hours per week. Part-time faculty positions may be hired to work one semester with a full teaching load or hired as an adjunct with a less than full-time teaching load.

### IV. Policy

Part-time Employees shall generally be entitled to the benefits described in Section V below, although the University reserves the right to modify or revoke with or without notice any or all of the benefits provided by the University itself under this policy at any time. Part-time Employees must comply with any specific participation criteria or processes established or changed by the relevant division(s) of the University that administer these benefits. Questions on or concerns with the policy generally may be addressed to the Office of Human Resources, while program-specific queries may be addressed either to the Office of Human Resources or to the division(s) of the University responsible for providing the benefit.

## **V. Procedures/Policy Details**

Part-time Employees are responsible for complying with the administrative and other requirements of the various divisions of the University that oversee the benefits detailed below. Because such requirements may change from time to time, Part-time Employees are encouraged to monitor their University email accounts for benefits updates and to contact the Office of Human Resources or the relevant division of the University with any questions.

### **A. University Identification Card**

Part-time Employees may request a picture identification card from the University Police Department; this Missouri Western State University ID card can be used to gain admission to various University facilities and events and for library services. If the identification card is lost, stolen, or destroyed, the Part-time Employee may obtain a replacement card by contacting the University Police Department and paying the required replacement fee. The University Police Department is located at Blum Union 201.

### **B. University Services and Facilities**

Part-time Employees have access to the following services and facilities in accordance with the rules, regulations, and policies of each department providing the facilities or services. For more information and for answers to questions concerning these services, the Part-time Employee should contact the specific department responsible for the service.

#### **1. Recreational Facilities**

Part-time Employees may use University recreation facilities by presenting their University identification card. Facilities and services available include the use of the Baker Family Fitness Center, Esports Arena, MWSU Fieldhouse at Looney Complex, walking trail, disc golf course, and use of the equipment check-out program. The use of University facilities is dependent on availability. Operation hours may vary from time-to-time due to classes, athletics, student use, and special events. Available times may be found by contacting Recreation Services. No one under the age of 16 will be admitted.

Part-time Employees have access to the Thomas Eagleton Indoor Pool, located on the Missouri Western State University campus, through St. Joseph Missouri Parks & Recreation by presenting their University identification card. Pool rates and hours are posted on their website at <https://www.stjosephmo.gov/811/Thomas-Eagleton-Indoor-Pool>.

Part-time employees hired as adjunct instructors or working for the Army in the Military Science Department will need to request recreation facilities access by completing the *Recreation Services Verification* form found in the forms section of the University website, which can be found at <https://intranet.missouriwestern.edu/faculty-staff/forms>.

## 2. Library Privileges

The University Library serves all students, faculty, staff, and retirees. To check out books and other materials, Part-time Employees need to present their University identification card at the circulation desk. Hours of operation may vary from time to time. More information can be obtained by visiting the library website at <https://www.missouriwestern.edu/library/>.

## 3. Notary Public

Notary services are provided free of charge to Part-time Employees. For a list of notaries on campus, contact the Office of Human Resources.

## 4. Parking

A current Missouri Western State University parking permit is required and must be displayed in order to park in any University parking lot. Vehicle registration and the purchase of a permit can be completed on the University Police Department's (UPD) webpage. Parking permits can be picked in the UPD office located on the second floor of Blum Union. For further information on University parking, visit the UPD webpage located at <https://www.missouriwestern.edu/policedepartment>.

## 5. Email

Part-time employees may be provided a University email account. This University email account should be used for University business only. The account should not be used for personal matters such as individual bills and social media account updates. The University will suspend or terminate the University email accounts of Part-time Employees found to be in violation of this condition.

## 6. Business Office

Employees may cash personal checks up to \$25 with their University identification card at the Business Office between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday. The Business Office is located on the first floor of Eder Hall.

## **C. Workers' Compensation**

All University employees are provided Workers' Compensation (WC) coverage which provides payment of medical expenses and salary compensation to employees who suffer the effects of a work-related injury or who incur an occupational disease arising out of and in the course of employment with the University. The amount of compensation authorized under WC is prescribed by the laws of the State of Missouri, not by the University.

WC benefits may be reduced for injuries sustained in conjunction with the use of alcohol or controlled, non-prescribed drugs. Benefits may be forfeited if it is shown that the use of alcohol or controlled, non-prescribed drugs was the proximate cause of the injury. Under Missouri law, the University can request an employee to take a test for alcohol or a non-prescribed controlled

substance if the University suspects usage by the employee. All WC benefits will be forfeited if the employee refuses to take a test when requested.

Contact the Office of Human Resources for further details or questions. Human Resources is located in Popplewell Hall 117. Contact the office by phone Monday through Friday between the hours of 8:00 am-4:30 pm or email [humanresources@missouriwestern.edu](mailto:humanresources@missouriwestern.edu).

#### 1. Reporting a Work-Related Injury

A work-related injury must be reported immediately to the employee's supervisor and the Office of Human Resources.

- The employee completes a *State of Missouri Employee Injury Report*.
- The supervisor completes the *State of Missouri Supervisor Statement*.

The injury report and supervisor statement should be sent to the Office of Human Resources within 24 hours of the injury. If there is a good reason for not reporting the injury within 24 hours, the injury must be reported as soon as possible.

It is imperative that the required paperwork be completed in a timely fashion to avoid delays in the claim being processed or unnecessary delays in medical treatment.

Even if the employee does not seek medical treatment, the workers' compensation forms should be completed and submitted to the Office of Human Resources. This will be recorded as an incident only.

#### 2. Seeking Medical Attention

If medical attention is required due to the work-related accident, the employee must contact the Central Accident Reporting Office (CARO) at 1-800-624-2354 for the name of an authorized medical care provided prior to seeking treatment. This referral service is available 24 hours a day, 365 days a year.

If the injury is considered to be serious (i.e., potentially life and/or limb threatening), the injured employee should proceed immediately to emergency services by contacting 911. The State of Missouri will pay for this emergency care irrespective of provider, but it will not pay for any subsequent medical treatment an employee receives from a medical provider who has not been approved by CARO. Employees may seek their own medical care with the provider of their choice at their own expense.

### **D. Unemployment**

The University is a covered employer under the Missouri Employment Security Law and provides unemployment compensation coverage for employees in accordance with the laws of the State of Missouri and Department of Labor and Industrial Relations regulations. The unemployment compensation program provides weekly benefits for eligible persons who become unemployed.

The Missouri Division of Employment Security is solely responsible for determining eligibility of benefits. For specific details concerning coverage and benefits, contact the local office of the Missouri Division of Employment Security or visit <https://labor.mo.gov/des>.