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2014-2015 Contact Information
CHAPTER 1
INTRODUCTION

1.1 The goal of the Missouri Western State University Student Employment Supervisors’ Manual is to communicate policies and procedures to supervisors. This manual seeks to:

- Explain policies and procedures used in the employment process.
- Communicate expectations for supervisors.

1.2 The Student Employment Program

The student employment program provides students with the following:

- A source of income to help students finance or supplement their educational costs.
- Gained knowledge and transferable skills needed to obtain meaningful employment in a variety of work settings after graduation.
- The opportunity to contribute, as a valued member, to the growth and development of the campus and local communities.

Student Employment as a Shared Responsibility

The student employment program at MWSU is a decentralized process, meaning all of the functions of student employment are not housed in one particular division, department, or office. The functions of student employment are a shared responsibility between the following offices: Student Employment, Financial Aid, Human Resources, Business, and the Career Development Center. Each office has a unique role in the student employment process that is briefly outlined below.

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<th>Office/Department</th>
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<td>GriffonLink: MWSU’s online employment &amp; career Portal (job postings and descriptions, employer database); coordination and co-facilitation of training/development; performance evaluations.</td>
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<td>Human Resources</td>
<td>Employment authorization and verification (new/rehire paperwork, I-9); salary and minimum wage requirements (including requests for pay increases); termination/separation of employment.</td>
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<td>Financial Aid</td>
<td>Process Federal Work Study (FWS) awards for students; allocation of FWS amounts to departments.</td>
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CHAPTER 2
UNIVERSITY POLICIES AND PROCEDURES

2.1 Policy Changes

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retains the right to change, modify, suspend, interpret, or cancel in whole or in part any of its published or unpublished policies or practices, with or without advance notice.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

2.2 Equal Employment Opportunity

Missouri Western State University is an equal opportunity employer. The Official Statement on Equal Opportunity for Missouri Western State University can be found here in the MWSU Policy Guide.

Discrimination

Discrimination is defined as any unfair treatment based on age, race, color, ethnicity, religion, sex, national origin, sexual orientation, marital status, veteran status, handicap/disability or genetic information as it relates to employment, education, or public accommodation. The full Nondiscrimination/Equal Opportunity Policy can be found here in the MWSU Policy Guide.

Reporting & Investigation Procedures

If a student, faculty member, staff member, or visitor believes he or she has been discriminated against based on age, race, color, ethnicity, religion, sex, national origin, sexual orientation, marital status, veteran status, disability/handicap or genetic information or harassed; or if he or she has witnessed such discrimination or harassment, that person should promptly report it or any grievances pertaining to employment discrimination or any suspected violation of Missouri Western’s Equal Employment Opportunity policy to the appropriate University Representative (see policy guide for definition) and/or the Equal Opportunity Office/Title IX Coordinator. The complete Nondiscrimination/Equal Opportunity Policy Procedures for Reporting and Investigating Complaints can be found here in the MWSU Policy Guide.

2.3 Disability and Accommodation

Missouri Western State University is committed to providing equal educational opportunities for students with disabilities. The University shall provide equal access for qualified student employees with a disability according to the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990 (ADA), and the ADA Amendments Act of 2008 (ADAAA). The complete Nondiscrimination/Equal Opportunity Policy and reporting procedures can be found in the MWSU Policy Guide.

Disclosure and Requesting Accommodation

Student employees are responsible for disclosing their disability and initiating requests for any desired disability-related accommodation. Students needing to request accommodations must first provide documentation of their disability to the Accessibility Resource Center, located in Eder Hall, Suite 303. Supervisors should assist their student employee, if necessary, in requesting reasonable accommodation and complying with reasonable requests.
2.4 Fair Labor Standards Act (FLSA)

The Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in federal, state, and local governments. Missouri Western’s employment policies must be in compliance with the requirements outlined in the FLSA. For more information regarding the Fair Labor Standards Act (FLSA) a reference guide is available by clicking on the embedded link.

2.5 Sexual Misconduct

Missouri Western State University (the “University”) is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect free of discrimination on the basis of sex. The University considers sex discrimination in all its forms to be a serious offense. Sex discrimination constitutes a violation of this policy, is unacceptable, and will not be tolerated. Sex discrimination includes discrimination on the basis of pregnancy, gender identity, and failure to conform to stereotypical notions of femininity and masculinity. Sexual harassment, whether verbal, physical, or visual, that is based on sex is a form of prohibited sex discrimination. Sexual harassment also includes sexual violence. The specific definitions of sexual harassment and sexual violence, including examples of such conduct, are set forth in the complete and comprehensive Sexual Misconduct Policy & Complaint Resolution Procedures in the MWSU Policy Guide.

Complaints & Reporting Procedures

All University faculty and employees have a duty to promptly report sexual misconduct to the Title IX Coordinator when they observe such conduct or a report of sexual misconduct is made to them. Please read and review the Sexual Misconduct Policy & Complaint Resolution Procedures in the MWSU Policy Guide.

The Affirmative Action Office & Title IX Coordinator has the responsibility for investigating claims of discrimination or harassment under this policy. The Affirmative Action Officer and Title IX Coordinator is currently located in the Office of Human Resources, Popplewell Hall, 117 or can be contacted at 816-271-4587.

2.6 Nepotism

Students are not eligible to work in a department where a family member or relative through blood or marriage is employed as a non-student employee. This is true even if their relative does not directly supervise the student. The exception to this rule would be for a student participating in an internship program that is directly related to their major, and they are enrolled in the internship program for course credit.

2.7 NCAA Regulations

For information regarding the employment of student-athletes, please contact the Assistant Director for Athletics for NCAA Compliance and Academics at 816-271-4258.
CHAPTER 3
STUDENT EMPLOYMENT POLICIES & PROCEDURES

3.1 Work Eligibility

A student is eligible for on-campus employment once they have been accepted to the University as a full or part-time student and are enrolled at the University for one credit hour or course (High school students enrolled in dual-credit or other concurrent courses are not considered for on-campus employment).

Freshman & Transfer Students

New, incoming freshman and transfer students can begin work on campus once they have registered and have officially begun their first fall/spring semester. They may not work over summer break prior to their first semester (fall/spring).

Felony Students

Students who have been convicted of a felony and admitted with conditions are not eligible for on-campus employment. Those found violating this policy are subject to immediate termination.

3.2 Federal Work Study (FWS)

The Financial Aid Office determines eligibility for FWS funds based on the results from the Free Application for Federal Student Aid (FAFSA).

Eligibility Requirements

To be eligible for the FWS Program students should:

- Meet the general requirements for Federal Student Aid including completing the FAFSA.
- Have unmet need as determined by the Financial Aid Office policy.
- Be enrolled in a minimum of 6 credit hours. (Note: for summer employment in this program, the student should have been enrolled in a minimum of 6 credit hours for spring semester and enrolled for the summer semester; or pre-enrolled for the fall semester. June is the only month considered “summer” for FWS purposes).
- Meet Satisfactory Academic Progress (SAP) standards (2.0 GPA and a 67% completion rate).

3.3 Funding Sources

Students employed at Missouri Western are paid either through FWS or Institutional Funds.

Institutional Funds

Students who do not complete their FAFSA or return required documents to the Financial Aid Office before beginning work during an academic year will be paid with institutional funds until the student’s eligibility is determined. Institutional funds are the funds paid to a student employee from the hiring department’s student labor budget. Not all students that file a FAFSA are eligible for Federal Work Study funds.

FWS Funds
Federal Work Study funds will not show up as a line item in a department’s budget. If the department is eligible to receive FWS they will be notified by the Financial Aid Office and will be able to run the (Banner) ZRWSBGT report to determine the total amount allocated to the department. If the department does not use FWS, the student employee’s pay will come out of the Student Labor line item on the department’s budget.

Departments that are not eligible for FWS can hire FWS eligible students; however, they will still be paid out of the student labor portion of the department’s budget. Departments that are eligible for Federal Work Study can hire students that are not eligible for Federal Work Study; however, they will be paid out of the student labor portion of the department’s budget rather than out of the department’s FWS budget.

Requesting New/Additional Funding

Federal Work Study departments that are in need of additional FWS funds or that will not be able to utilize all of their FWS funds should email the Senior Financial Aid Coordinator to let them know. Departments that are not currently eligible for FWS may complete and submit the Departmental Federal Work Study Request Form in the Resources Folder in GriffonLink. Funding is limited and requests are not guaranteed. Please allow up to 30 days for review by the Student Employment Committee. For additional questions, please contact the Office of Financial Aid at 816.271.4145.

3.4 Job Postings

All job posting are done through the GriffonLink Employment and Career Management Portal. GriffonLink is MWSU’s online career and employment management portal. Hiring departments are required to post any and all of their open student positions. Students will then use the GriffonLink Employment and Career Management Portal to search for open positions.

To post jobs on the GriffonLink

1. Go to the Office of Student Employment website  
   https://www.missouriwestern.edu/studentemployment/
2. Click on the On-Campus Employers tab
3. Under the tab will be “Posting a Job”
4. Click on “Posting a Job” https://www.missouriwestern.edu/studentemployment/posting-a-job/
5. Follow Step-by-Step Tutorial

Job Descriptions

All job descriptions must contain the following: hours per week, starting wage rate, title of the position, summary of the primary duties, any secondary duties, requirements of the position and any specific qualifications, specialized skills, knowledge base, training, or certifications, and the physical demands of the job (i.e., standing or sitting for “x” hours, occasional or frequent lifting of “x” pounds, frequent work outside in temperatures up to 100 degrees F, etc.)

Job postings will be reviewed by the Office of Student Employment for approval before being posted to the GriffonLink. If you need help creating a job description. Please contact the Office of Student Employment.

3.5 Interview and Selection
Supervisors should treat the student employee hiring process in a similar manner to hiring any other part-time or full-time employee.

Application Process

Student applicants must fill out and submit the On-Campus Employment Application through GriffonLink along with a copy of their resume before being considered for an on-campus job.

Interviewing the applicants

Supervisors are not required to interview every applicant. It is a good idea to narrow the field of qualified applicants by screening the applications and resumes against the requirements for the position.

Supervisors can then set up face-to-face interviews. Interviewing allows supervisors to assess the applicants and provide students with an opportunity to practice interviewing. All questions should be job related and hiring decisions should be based on objective criteria. Missouri Western supports only fair and equitable hiring practices.

Selection

If a student is not selected for an interview, please notify the student via the student’s University e-mail. If a student makes it to the final interview rounds and another candidate is chosen, please notify them verbally or via email using the student’s University e-mail for correspondence. As a courtesy, typically a final round candidate is notified via phone rather than e-mail.

*Note: Sample templates for both letters can be found in the Resources Library, under Hiring Documents, in the GriffonLink.

3.6 Hiring Process

There are seven steps in the hiring process to ensure complete compliance with all University policies and procedures and Federal laws regarding on-campus employment of students.

Step 1: Opening is posting on GriffonLink (after approval by the Office of Student Employment, see Section 3.2 Job Postings).

Step 2: The student is selected and you may extend an offer of employment.

Offer of Employment

When ready to extend an offer of employment, please email the student the appropriate Letter of Offer to notify the student of your intent to hire. Although a supervisor may choose to extend the offer in person, please email the student the Letter of Offer, which includes your intent to hire, their welcome to the University, and instructions for completing paperwork in HR.

Step 3: The supervisor or student time approver will send the student to Human Resources to complete all hiring paperwork and the I-9 Employment Eligibility Form (see subsection, Hiring Documents below).

Hiring Documents

Once the offer has been made, supervisors need to ensure that students complete the appropriate paperwork in Human Resources (Popplewell 117). Labor laws mandate that employees may NOT begin working until ALL necessary paperwork is complete and verified in the Human Resources Office.
This includes the following:

- Employment Eligibility Verification (Form 1-9).

Two original identification documents are required (copies will not be accepted). Acceptable documents from both identification categories include: driver’s license, social security card, passport or birth certificate. For a comprehensive list, please access the Supervisor Resources Folder in GriffonLink for a list of acceptable documents for students to bring with them to HR.

- Federal W-4.
- Missouri W-4.
- Direct Deposit Enrollment Form
- Confidentiality Agreement.

Step 4: Human Resources will email the Work Eligibility Notice to the appropriate student supervisor or time approver once the student has completed all paperwork.

Step 5: The student supervisor or time approver will complete the Employment Authorization Form in Human Resources. This form requires appropriate budget codes, start date, academic term to be worked, and signature.

Step 6: The student may now begin working.

Step 7: The student supervisor or time approver can now Report a Hire in GriffonLink and must ensure the student “starts time” in Banner (see subsection below Reporting a Hire, and *Note in Section 4.2 Payroll).

Reporting a Hire

Once a student employee has been hired, the student supervisor or time approver may log into GriffonLink and go to “Report a Hire” located on the left-hand side of their main login page, then follow the instructions to report a student employee as hired. This allows The Office of Student Employment to track new student hires and demographics for data collection purposes.

Rehires/Returning Students

All students are terminated in the Banner system at the end of each academic year (May). Students must fill out rehire paperwork (only the Employment Authorization Form) in HR if they will be employed during the summer break. Students must also fill out paperwork if they are returning to the position for the fall semester. Students do not need to complete 1-9 Verification a second time as returning students.

Tip: If you know a student employee will be working during the summer and also returning for the fall semester, you may begin sending them over after the second week of April to fill out rehire paperwork for both the summer and fall semesters.

Additional On-Campus Employment

If the student has worked in a campus or campus-affiliated position within the last year, or is currently working in such a position, only the Employment Authorization/Change Form needs to be completed before being eligible to be hired in a new or second position. The student’s pay rate may vary according to other positions.
3.7 International Students

International students should go through the same process as other students when applying for part-time jobs and internships on campus. International students can access jobs and an employment application through their GriffonLink. To access the form, follow the link: https://forms.missouriwestern.edu/international/stuemp.asp.

Hour Limits for International Students

According to the U.S. Department of Homeland Security, U.S. Immigration and Customs Enforcement, international students are limited to a maximum of 20 hours per week during the fall and spring semesters while classes are in session. They may work up to 37.5 hours per week during a summer session.

Overtime

International students are not allowed to work any overtime hours.

Visas

It is the responsibility of the student to work with International Student Services to ensure they remain compliant with their visa status requirements. Please contact International Student Services with specific questions regarding compliance and the different types of Visas.

Social Security Cards

If the student does not already have a Social Security card, they must apply for one prior to beginning employment. International students may not begin working until they have received their Social Security card. In order to apply for a Social Security card, students must first be offered a job.

Once you have offered the international student a job, please fill out the appropriate form located via the link below (also found on the ISS website) and submit it to ISS:

https://forms.missouriwestern.edu/international/stuemp.asp

This form must be approved by International Student Services. The student will then bring it to their hiring supervisor or appropriate department representative to be signed. Once signed, the student will take the letter, passport and visa information to the local Social Security Administration office(s).

*Note: Receiving a social security card can take 2 – 4 weeks, so plan accordingly when hiring.

Federal Work Study Eligibility

International students are only eligible for on-campus jobs that are paid through institutional funds.

Internships

International students can also work on and off-campus internships. The experience must be tied to any current courses they are taking, and students must have a specific work authorization before beginning an internship off campus to avoid violating their visa. No exceptions.

The internship application can be found at the following link:

https://www.missouriwestern.edu/international/cpt/.
Please contact the ISS office at 816-271-5998 if you have any questions.

3.8 On-Campus Internships

Internships offered through campus departments are considered “on-campus employment” and should be listed and approved for posting through GriffonLink. Paid interns will be treated as student employees and subject to the same employment policies and hiring procedures.

Jobs will only be considered “internships” if they are tied to a student’s major or are used to satisfy a course requirement. Internships are tied to specific learning outcomes and students should have an appropriate faculty advisor.

3.9 Performance Evaluations

Evaluations provide students with both positive reinforcement and constructive criticism of their performances. The evaluation is also a valuable tool when preparing letters of recommendation for student employees.

Performance evaluations of student employees are to be completed, at minimum, once a year at the end of the spring semester (supervisors may do more than one evaluation throughout the year). The Office of Student Employment will notify supervisors beginning March 1st of the deadline to complete evaluations. Evaluations must be completed by May 1st of that same academic year. The performance evaluations can be found on the Office of Student Employment’s Website under Employers > On-Campus > Performance Evaluations.

If a student leaves a position, supervisors may complete an evaluation upon termination regardless of the time of year.

A direct link is provided below:

https://www.missouriwestern.edu/studentemployment/performance-evaluations/

Pay Adjustments

Student employees may be eligible for pay increases based on performance, supervisor recommendations, and budgetary considerations. Supervisors are not required to give pay increases with each performance evaluation. For more information about pay adjustments, see section 4.3.

3.10 Separation from Employment

Resignation

A student employee wishing to terminate employment with the University should submit written notification of resignation to his or her supervisor or department head.

All resignations should include the reason for leaving the University and the date of resignation, which will be the last day the employee is physically present at work. Employees who plan to resign are asked to provide the University with reasonable advanced notice (usually two weeks is typical, or as otherwise provided by agreement).
Graduation

Students may not work in a student employment capacity beyond the date of their final exams in the month in which they graduate. They cease to qualify for on-campus employment and federal work study funding when they take their final exams, as they are no longer considered a student.

Termination

Students are terminated by Human Resources at the end of each spring semester (May) to coincide with summer break.

When a student’s employment ends, and it is not at the end of a spring semester, the supervisor is required to notify HR using the Student Employment Termination Form found on the Human Resources website. This is also located in the GriffonLink Resources Folder. Supervisors are responsible for submitting the Student Employment Termination Form to Human Resources so they can end the student’s employment in the Banner system. A final timesheet should be submitted with the form. If the employment is ending due to termination related to performance issues, the supervisor should keep appropriate documentation of the student’s performance issues on file.

Involuntary Termination

Involuntary termination includes anything other than the above reasons and requires explanation on the Student Employment Termination Form.

Immediate Termination

In some cases, a student may be subject to immediate termination. See Section 5.2 Gross Misconduct for what would serve as grounds for immediate termination. This also requires the supervisors complete the Student Employment Termination Form and provide an adequate explanation of the reason for termination. A supervisor should notify HR and/or the Office of Student Employment should an issue occur that would constitute the immediate termination of a student employee.

3.9 Grievances & Appeal Process

If a student or supervisor has a grievance or would like to file a complaint related to sexual harassment or discrimination, the student or appropriate party/parties should immediately contact the Title IX Coordinator and Affirmative Action Compliance Officer in the Office of Human Resources.

Grievances with Coworkers

If a student has an issue or complaint with another coworker, the supervisor shall encourage the student to address any complaints directly with the person(s) with whom they have issue. If the reconciliation efforts fail or result in additional conflict, the supervisor should meet with both parties to resolve the issue. The supervisor may then utilize the Corrective Action Plan, if necessary and follow up with all parties involved. It is the supervisor’s responsibility to maintain a productive, non-hostile work environment.

Grievances with Supervisors

If a student has an issue with a supervisor, or vice versa, the supervisor is first encouraged to meet with the student to resolve the issue(s), properly documenting each instance and encouraging a follow-up meeting. The Office of Student Employment does not provide mediation services but may be consulted as a third-party who can provide additional resources or general recommendations for moving forward, if necessary. A supervisor should only contact the Office of Student Employment once he or she has notified their direct supervisor of the situation and all other avenues have been exhausted.
Appeals

If a student is terminated after being placed on a Corrective Action Plan or performs an act that is subject to immediate termination, a student has the right to the following:

- Request, in writing, a meeting with their immediate supervisor, if issues are still not cleared/resolved.
- Talk with their supervisor’s supervisor (i.e. appropriate department head, dean, director, etc.). This person’s decision regarding the matter shall be final and respected by all parties.
- At any time the party or parties may request a meeting with the Coordinator of Student Employment, who will guide them to the proper channels for the complaint or make recommendations for moving forward.
- As previously noted, if it is a Title IX/Sexual Harassment or discrimination complaint, the student or appropriate party/parties should immediately contact the Title IX Coordinator and Affirmative Action Compliance Officer in the Office of Human Resources.

CHAPTER 4
WAGE AND HOUR REQUIREMENTS

4.1 Classification & Wages

Students are paid an hourly wage in accordance with the guidelines as set forth in the Fair Labor Standards Act. All students should be paid at least minimum wage as defined by state and federal wage guidelines. If you have questions related to payment of wages, please contact the Human Resources office or Student Employment. The Student Employment Office will review postings before approval to ensure guidelines are being met and wages are adjusted accordingly.

Student Assistant I - $7.65 - $8.25
- All Student Assistants, either to the Department or University, will start at minimum wage. These students are those serving in a general support role to the department and providing assistance with daily activities.

Student Assistant II - $8.26 - $12.25
- *Advanced student employees are those that require a specific certification (state or nationally recognized) or a specialized education level or skill set in order to complete the duties of the position. These include Lifeguards and CAS Tutors.

Grant or Externally Funded Student Positions
- Student employment positions which are funded from a grant or other external funding source. Supervisors must ensure that the Student Employment guidelines are followed in all categories, especially in the area of the Student Pay Scale.

Graduate Assistants – Stipend (Amount Varies)
- Graduate assistants are typically paid a stipend amount for their assistantship, not an hourly wage. Graduate students could also work as hourly student employees.
Student Interns

- The Student Employment Committee believes that if a student intern has completed the “for-credit” internship options, they can be retained in the department where they interned at the pay rate they received as an intern. The justification for this is based on the assumption that the skills necessary to successfully complete the internship would enable them to be of better service or utilization to the hiring department than that of an “entry-level” type student.

4.2 Payroll

All wages for work completed through the Student Employment program will be paid through the university payroll system. Direct deposit is the preferred method of payment to all University employees. Students can fill out direct deposit forms upon hire in HR. Forms are also located in the Supervisor Resources Folder found in GriffonLink.

Pay Dates

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 in the Business Office.

*Note: Students who fail to initiate their time record will not be paid until the following pay cycle. See Section 4.6, under Time Recording.

The current Student Payroll Calendar can be found at:


FICA & Medicare Exemption

A student is exempt from FICA & Medicare taxes in most cases while enrolled in at least three credit hours. Students are still eligible for the exemption over holiday breaks, but not summer. If a student works over the summer but is not concurrently enrolled during the summer session, the taxes will be deducted from the institutional budget of the department in which the student worked.

4.3 Pay Adjustments

A student is eligible for recommended pay adjustment of up to $.25 per academic school year if the following criteria have been met:

- The student was employed in their student employment position on or before the previous spring term.
- The student received a satisfactory performance evaluation and the supervisor has submitted the evaluation online.
- The student is continuing with the same department for the upcoming term.

Supervisors should submit the Student Employee Pay Adjustment Form, located on the HR website or in the Resources Library on GriffonLink to Human Resources along with the Student Employee Performance Evaluation (see Section 3.6, Performance Evaluations) when requesting a pay adjustment.
4.4  Work Eligibility and Hour Requirements

Students employed at the University may work up to a maximum of 20 hours per week during the fall and spring semesters. A student is defined as anyone enrolled in at least three credit hours. *FWS eligibility requires a minimum of six credit hours.

Holiday Breaks

Students may work up to 37.5 hours per week during breaks, provided they have completed their finals (Winter Break) and/or last class before break and have not begun the next semester’s classes. This is contingent upon their department being open during that time frame.

Summer Break

Students may work up to 37.5 hours per week during the summer, provided they have completed their finals (spring) and/or last class before break. Students must be enrolled for the fall semester to both be eligible for FWS and to work during the summer.

*Reminder: Students are subject to FICA and Medicare taxes who are not enrolled in summer classes. Departments are responsible for covering this additional payroll expense and payroll will deduct this amount from a department’s institutional budget, regardless of FWS eligibility.

Students Enrolled in Summer Courses

Students enrolled in summer courses (online or seated) can still work up to 37.5 hours; however, they may not work while their course is in session or scheduled to meet (online courses included).

Graduation

Students are able to work until their last day of finals. Students cannot work past that date, as they are no longer considered a student.

Work Week

The student work week begins on Sunday and ends on Saturday for calculation of the hours worked in the week.

Multiple Jobs

A student may hold more than one job on campus, but may not exceed the hourly limit per week. For example: A student may work 10 hours at one position and 10 hours at another, but may not exceed 20 hours between the two. Typically, a student may not hold more than two jobs on campus at one time. It is the student’s responsibility to notify each supervisor of multiple jobs.

Overtime

Overtime occurs when a student works over 37.5 hours per week. If the student is working multiple positions the overtime will be charged to the student’s primary position.

Scheduling

Schedules are determined between the immediate supervisor and the student employee. Student employees should have flexible scheduling to ensure academic success.
Supervisors should also remember that academic success is the top priority of students. Per FWS guidelines, students cannot be scheduled during class periods, labs, or other scheduled academic commitments, even if the classes are cancelled. If a student requests in advance time off to study for an exam, please make every attempt to accommodate their request.

4.5 Meal and Rest Periods

Students are allowed unpaid lunches and paid breaks depending on the amount of hours in their shift.

- **6-8 hours per day:**
  
  The student must receive 2 paid 15-minute breaks and a 30-minute unpaid lunch.

- **4-6 hours per day:**
  
  Students should receive at least one 15-minute paid break.

- **Under 4 hours per day**
  
  Supervisors may use discretion on breaks for periods of work under 4 hours a day.

4.6 Time Recording

Student employees are encouraged to enter their time daily through Banner. The student’s time recordkeeping is to be submitted to their supervisor for approval before 12:00 a.m. 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 will result in the student employee not being paid for the month on the student pay schedule.

**Late Time Entries**

Time submitted after the close of the student payroll period will need to be submitted to the supervisor via email and will be paid the following payroll cycle.

**Breaks**

Students are responsible for making sure that time is logged in and out of Banner for all unpaid breaks.

**Fraudulent Timekeeping**

Falsifying time records is considered fraudulent, illegal, and is grounds for immediate termination. Any student employee caught falsifying time records will be terminated from employment and will be considered ineligible for on-campus employment.

All student appeals can be submitted to and reviewed by the Student Employment Committee (SEC). The appeal process for student employee is outlined in the Student Employee Manual.
CHAPTER 5
EMPLOYEE CONDUCT

5.1 At Will Employment

All employment is considered “at will”; therefore the University reserves the right to terminate employment at any time, with or without cause. The University may put in place certain disciplinary procedures and guidelines for student employees, and supervisors should keep adequate documentation of student performance issues, and note them in the annual performance evaluation.

5.2 Gross Misconduct

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,
- Falsification of time sheets or other documents.

Supervisors should report such cases to Human Resources immediately upon occurrence. 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. Supervisors should indicate the reasons for involuntary and immediate termination on the Termination Form found online on the HR website, under forms.

5.3 Disciplinary Guidelines

Most disciplinary cases will not be cause for immediate termination but require necessary disciplinary action. Student employees who do not follow work standards or who violate rules, regulations or policies of the University may be disciplined according to the seriousness or the repetition of the violation, up to and including termination. It will be the supervisor’s responsibility to set forth guidelines and expectations regarding workplace performance.

Corrective Action

Please use documentation to address any disciplinary/conduct issues and to note any corrective action taken. The Corrective Action Plan Form is located in the Resources Library in GriffonLink, and can also be found on the HR Website under Forms. Supervisors are strongly encouraged to utilize this form.

Corrective Action Leading to Involuntary Termination

If repeated disciplinary issues result in termination, please keep all documentation regarding performance and corrective action leading to the termination, and fill out the necessary Student Termination Form and submit to Human Resources immediately, so that the student may be terminated in the Banner system. Supervisors who opt to use the Corrective Action Plan will need to submit the form to HR along with the Student Termination Form.

The Office of Student Employment is not responsible for the handling of individual student discipline but is available to assist in discussing proper courses of action. The Office of Student Employment encourages the use of fair and consistent practice when discipline is needed.
Note: If any actions violate the Missouri Western State University Student Code of Conduct as outlined in the Student Code of Rights and Responsibilities Handbook, please follow the appropriate course of action and report such actions/activity to the Office of the Assistant VP of Student Affairs/Dean of Students at 816-271-4432.

5.4 Performance Issues

Major performance problems may stem from minor issues that supervisors fail to address early on. When monitoring employee performance, supervisors should be alert to poor work habits or behaviors that could lead to major performance problems and diminished productivity. Such habits and behavior could include, but are not limited to:

- Inconsistent performance or refusal to perform any job-related task
- Frequent tardiness/absenteeism
- Spending too much time on personal phone calls or browsing the internet
- Frequent failure to meet project deadlines
- Diminishing work quality
- Argumentative or disruptive behavior

General guidelines and policies regarding expectations and dress codes will be discussed during initial student employee orientation. Supervisors are responsible for communicating any specific departmental guidelines and policies during the first few days/week of employment.

CHAPTER 6
Workplace Standards and Expectations

6.1 Workplace Standards

Supervisors are responsible for maintaining and communicating standards for student employees. Supervisors should:

- Provide a job description to student employees
- Provide student workers with expectations of acceptable behavior and dress
- Provide any departmental training necessary outside of the required
- Communicate with students about work hours, work timelines, and office rules and procedures
- Work with students to ensure accuracy of timesheets

6.2 Workplace Expectations

Supervisors play a part in creating successful workplaces for employees to make positive contributions. To support successful employee performance, supervisors should promote a positive work environment where employees are committed to mutual respect, open communication, quality service, and teamwork.

Promoting a Positive Work Environment

Supervisors should encourage employees to be responsible for their own personal development. To promote a positive work environment, supervisors should encourage employees to:

- Ask questions about their duties and responsibilities
- Take responsibility for addressing performance problems
● Give the supervisor constructive feedback on how the supervisor can better support the employee in their job

Promoting Personal Development

To support employees' personal development, supervisors should:

● Help develop employees’ unique learning and communication styles
● Encourage dialogue with employees
● Communicate with employees about performance problems and successes.
● Reward positive behavior
● Give employees additional training and development if needed
● Allow employees time to address performance problems
APPENDIX A
2014-2015
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