

# MISSOURI SOUTHERN STATE UNIVERSITY

## Student Employment Handbook



This handbook is a guideline of policies, procedures, rules and regulations that apply to all on-campus student employees and student supervisors at Missouri Southern State University.

**Missouri Southern State University  
Student Employment Handbook**

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# I. Introduction

This publication, intended for both students and on-campus employers, contains a summary of the Student Employment policies that apply to all hourly student employees of Missouri Southern State University. In order to make certain the policies herein are upheld, the following procedures regarding the recruitment, hiring, evaluation, discipline and termination are mandated by the institution as the proper processes for all on-campus Student Employment positions.

MSSU reserves the right to modify, change, suspend or terminate any or all policies, procedures and rules at any time with or without notice. Major changes in policies, rules and procedures will be published and it is the supervisor's responsibility to include those changes and keep this handbook current.

Specific policies, rules and procedures for certain departments may be required due to unique needs of that department. If this is required, those policies, rules and procedures may vary from those written in this handbook. This handbook does not contain everything that applies to MSSU Student Employment. Questions regarding this handbook should be directed to the Student Employment Coordinator at 625-9398 or stop by the Student Employment Office in Hearnes Hall any weekday from 8:00 a.m. to 5:00 p.m. during Fall and Spring semesters. Open hours during the Summer semester are 7:00 a.m. to 5:00 p.m. Monday through Thursday.

## A. Definition of a Student Employee

A student employee is a part-time employee who is enrolled and attending classes at MSSU with the primary purpose of achieving a degree. The term of the student's employment is temporary and incidental to the pursuit of an educational objective. There is no guarantee of employment implied or otherwise.

## B. Categories of Student Employment

The two categories of student employment are: regular student employment and work-study student employment. A student employee cannot be employed in both student employment categories at the same time. Both types of student employment are held to the exact same rules and standards, the main difference between the two is who pays their wages. The pay of regular student employees comes from the department from which the student works. The pay of work-study student employees comes from the Federal Work-Study (FWS) program.

## C. Federal Work-Study

The Federal Work-Study (FWS) program is a federally funded program that is designed to help provide jobs for students who have financial need as determined by the U.S. Department of Education. Students apply for FWS eligibility by completing a FAFSA (Free Application for Federal Student Aid) or renewal FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

Some jobs on-campus require that the applicant be FWS-eligible to apply. Reason being, those departments may not have the budget to pay student employees, so the FWS program is funding the

student's paycheck. This allows the department to have a student employee without having to pay for them out of their budget. Being FWS eligible allows them to apply for both regular on-campus student employment positions AND on-campus FWS positions.

**Student employees that are employed under the FWS program are only awarded FWS funds once they have applied for, been offered and accepted an on-campus employment position. FWS funds that have been awarded can only be earned in a job and cannot be given as a scholarship or grant. FWS is available to both undergraduate and graduate students who meet all qualifications for being a student employee and demonstrate financial need.**

Not everyone qualifies for work-study. The work-study program is federally funded and eligibility is determined based on the student's financial need, which is based on their FAFSA. FWS funds are restricted to students who are either citizens or permanent residents of the United States. International students are not eligible for FWS funds. To find out if a student is work-study eligible, stop by the Student Employment Office, located inside the Student Success Center in Hearnes Hall, and talk to the Student Employment Coordinator.

## II. Student Employee Eligibility Requirements

### A. Enrollment

Students must be enrolled in classes at MSSU to be a student employee. Specific enrollment requirements are listed below.

#### 1. Undergraduate Students

All undergraduate students, including international students, must be enrolled full-time during the academic year to be hired as an on-campus student employee. Full-time status for student employment purposes is considered at least twelve (12) credit hours for each semester, fall and spring.

#### 2. Graduate Students

All graduate students, including international graduate students, must be enrolled full-time during the academic year to be hired as an on-campus student employee. Full-time status for student employment purposes is considered at least nine (9) credit hours for each semester, fall and spring.

#### 3. Summer Employment

All continuing and new students who are enrolled in at least three (3) hours for the summer semester OR at least twelve (12) hours for the subsequent fall semester are eligible to be hired as an on-campus summer student employee. Full-time status for student employment purposes is considered at least three (3) credit hours for the summer semester.

**If a student employee is enrolled in less than 3 hours during the summer session, FICA taxes (Social Security and Medicare) of 7.65% will be withheld from the student's paycheck each month.**

**The department in which the student works will be required to pay the matching FICA taxes as well. This will be automatically withdrawn from the departmental budget as the student's payroll is processed.**

If a student will graduate in the summer, they must be enrolled in the summer semester to work during the summer. Their last day of employment must be the last day of finals for the summer semester.

**B. GPA**

Students must have a minimum 2.0 GPA to be hired as a student employee. No exceptions will be made for this requirement.

**C. Academic Standing**

Students must be in good academic standing with MSSU to be hired as a student employee.

### **III. International Students**

**A. On-Campus Employment**

International students can only be regular student employees on-campus (not work-study employees), however, they must possess an F-1 Visa or J-1 Visa to do so. International students must meet the same student employee eligibility that domestic students must meet regarding enrollment, GPA and university academic standing. However, the hiring process for international students is different than the process for U.S. citizens because it often requires that the student obtain a social security number and can also involve additional paperwork if their country has a tax treaty with the United States.

Students that have F-1 Visas may work anywhere on campus. Their work does not have to be related to their respective courses of study but their employment should remain in accordance with U.S. Department of Homeland Security (DHS) regulations.

Once an international student has been hired by an on-campus employer, the student may NOT start work until the Student Employment Coordinator has confirmed that their paperwork and authorization to work have been completed. If the student does not have a social security card, they must meet with the MSSU International Student Advisor and find out the requirements for applying for a social security card. The student may not begin work until they have received a social security number (this means that they have applied for a card and that has been verified by their presentation of a receipt of that application to the Student Employment Office).

According to INS TITLE 8 OF CODE OF FEDERAL REGULATIONS (8CFR), "On-campus employment for F-1 students is work that takes place either at your school or at an off-campus location that is educationally affiliated with your school. This work could be for an on-campus commercial business, like a bookstore or cafeteria, as long as the work directly provides services to students. Employment located on-campus that does not directly involve services to students (such as construction work) does not qualify as on-campus employment. However, work with an employer that is contractually affiliated with the school is considered on-campus employment even if the work

site is not located on the campus (such as a research lab affiliated with your school)”. **Working for Fresh Ideas is allowed and considered on-campus employment, however, Fresh Ideas is a separate company from MSSU and students must work with Fresh Ideas to complete all new employee paperwork.**

#### **B. Off-Campus Employment**

International students possessing an F-1 Visa or J-1 Visa may not work off-campus without prior authorization from the DHS. Any questions regarding status or work permission for off-campus employment should be directed to the MSSU International Student Advisor in the Admissions Office.

## **IV. Hiring Supervisor Requirements**

#### **A. Recruitment and Job Posting**

ALL on-campus job vacancies are to be reported to the Student Employment Office. The Student Employment Office will post ALL open positions on Hire A Lion, our online job posting board, to give all students an equal opportunity to apply. All positions will be posted for a minimum of three (3) days (weekend days are included), although the hiring department may choose to advertise the position for as long as they feel is necessary. In addition to the above online job posting, departments may utilize other equal opportunity recruitment sources to advertise their open positions (i.e. centrally located campus bulletin boards or announcements to classes).

##### **1. Job Posting**

When a hiring department reports a job opening to the Student Employment office, they will first be required to provide an electronic job description for the position (if a current one is not already on file with the Student Employment Office). The hiring department will be required to choose one of the following processes for their job posting:

- Accept only online resumes, which will be gathered by the Student Employment Office and forwarded to the hiring department via email daily.
- Accept only a departmental application, which students will come directly to the hiring department to fill out and the hiring department will be responsible for gathering them.

Once the Student Employment Office has created a job posting for the vacant position and the hiring department has approved it, the posting will be made active in Hire A Lion.

##### **2. Applications/Resumes**

On-campus hiring departments are encouraged to accept resumes electronically through the Student Employment Office, but they may choose to accept their own department-specific application instead. If a department requires their own application, it must be supplied in electronic format to Student Employment when the position is originally posted.

The department-specific application may request information about GPA, skills relating to the position, academic path and references. The applications cannot request information regarding sex, race, color, religion, disability, veteran status, age, sexual orientation, marital or parental status, arrest record, ancestry or any type of physical descriptor.

**All resumes must be retained by the Student Employment Office for three (3) years and all applications must be retained by the hiring department for three (3) years.**

All resumes and applications received for a posted position are valid for hire for up to one academic semester. If a position must be filled in a subsequent semester, the position must be reposted for a minimum of three (3) days and a new applicant pool should be generated. The applicant that is hired must submit a resume or application for the position of which they are being hired.

### 3. Interviewing

Before starting the interview process, the hiring department should confirm that the applicants they are interested in interviewing meet the following MSSU guidelines for being a new student employee:

#### **Minimum Guidelines**

- Must be enrolled full-time (12 hours) – during the Fall & Spring semesters
- Must have a minimum cumulative 2.0 GPA
- Must be in good academic standing with MSSU

When interviewing student applicants, the hiring department should have more than one member of the staff or department involved in the interview process if possible. When a sufficient number of applications or resumes exist, the hiring department should interview at least one more applicant than the number of positions to be filled.

Interviews can be conducted prior to the closing date; however, no position should be offered to any applicant until all incoming applications or resumes have been received prior to the posting deadline date and have been given equal review.

### 4. Closing a Job Posting Search

The Student Employment Office should be notified by the hiring department when they have chosen a student employee from the applicant pool and the search is closed.

The hiring department is encouraged, but not required, to notify all applicants of their status concerning the position. Suggested ways to do this are form letters, template emails or applicant specific letters or emails.



## B. Student Employment Hiring Procedures

### 1. Approval of Student

Once a student has been offered employment by the hiring department, the following actions should be taken by the hiring supervisor:

**\*\* A student is not considered to be employed until these steps have been completed and approval has been given by the Student Employment Office to the hiring supervisor via email.**

Before approval will be given, all new employees will have to meet the new employee required criteria. This includes the following be provided to the Student Employment Office BEFORE work may begin:

- Presentation of proof of employment eligibility
- Presentation of proof of identification
- Completion of federal, state and university employment and tax documents
- Signed notice of confidentiality
- Signed notice of possible payment due form
- Completion of direct deposit authorization form with approved documentation

The hiring supervisor cannot allow the new employee to start working until approval has been given via email by the Student Employment Office.

### 2. Complete an online Student Employment Request/Change Form

Once a student has been extended an offer by a hiring department, the supervisor must immediately fill out a Student Employment Request/Change form online (found on the main page of the Student Employment SharePoint Intranet Site or on the MSSU Student Employment Website). This form notifies the Student Employment Office, Human Resources and Payroll of the student's name, information about the student, anticipated start date and the hiring department's account code for payroll. This form is required to start the entire hiring process for the student employee and should be completed when an offer has been extended and accepted. **Notify the new student employee that they must contact the Student Employment Office (either in person or via phone) and sign up for a new employee orientation appointment.**

### **C. Performance Evaluations**

As a method to improve performance and motivate student employees, the Student Employment Office encourages departments to develop a process for evaluating student employee job performance. Departments are also encouraged to give students ongoing feedback regarding their work performance. Sample student work evaluation forms are available through the Student Employment Office or departments may create their own evaluation forms. The performance evaluation process should serve to strengthen supervisor/student relations, as well as to clarify job responsibilities and expectations.

When creating department specific evaluation forms, the following minimum procedures are suggested:

After an offer of employment has been accepted, the student employee should be notified of the department's evaluation process.

Formal evaluations should be given at least once a semester. Preferably the evaluation should be in writing and both the supervisor and the student employee should sign the form upon completion. A copy should be given to the student and a copy should be kept by the department in the student's personnel file.

Evaluations should be performed by the student employee's immediate supervisor, although the department supervisor may be appropriate if necessary. Written documentation should be maintained throughout the student employee's employment period to support any information on the evaluation. When a student receives any low ratings or improvement needed ratings on an evaluation, the supervisor should provide suggestions for improvement and then allow a reasonable time period for the student employee to make those improvements prior to the next evaluation. If failure to improve performance is grounds for dismissal, the student must be advised of this information.

### **D. End of Employment and Termination**

#### **1. Documentation**

When a student will no longer be working in a department, the department supervisor must complete a Student Employment Termination Form online. This form must be filled out in every situation, whether a student is graduating, quit or was fired. This form notifies the Student Employment Office, Human Resources and Payroll that the student no longer works in the department and why. It can be found on the main page of the Student Employment SharePoint Site or on the MSSU Student Employment Website.

#### **2. Termination**

Forms are also required when a student will not be working for an extended period of time, i.e. if they are not working over the summer semester.

## V. Student Employment Regulations

### A. Rate of Pay

Student employees who have been appointed to an hourly on-campus position are currently paid \$11.08 an hour. (See “Exceptions” section for information on special pay rates, p. 14).

### B. Work Hours

#### 1. Fall and Spring Semesters

Student employees may work 20 hours per week while school is in session.

#### 2. Summer Semester

Student employees may work the maximum number of hours their department is open per week up to 29 hours, but never over 29 hours per week.

#### 3. Break Periods (when school is not in session)

Student employees may work a maximum of 29 hours per week when school is not in session (examples: Christmas break, Spring break, Intersession)

#### 4. Inclement Weather

Student employees are not allowed to work from home when campus is closed due to inclement weather. In rare and unusual circumstances, exceptions may be approved if the supervisor has prior approval from their respective President’s Council member. In these rare cases, the Student Employment Coordinator and Human Resources will also need to be notified.

#### 5. Exceptions

See “Exceptions” section (p.14) for information on student employees working more hours than what is listed above.

### C. Overtime

Student employees CANNOT be scheduled to work or be paid overtime. Student employees can work a **maximum** of 29 hours per week only during break periods as defined above.

### D. Telework Policy

Student employees are not permitted to work from home. In rare and unusual circumstances, exceptions can be made if the supervisor has prior approval from their respective President’s Council member. In these rare cases, the Student Employment Coordinator and Human Resources will also need to be notified.

**E. Multiple On-Campus Jobs**

Supervisors hiring student employees should ask prospective employees if they are currently working in any other on-campus position. Student employees may hold more than one on-campus position at a time, however, they must schedule their work so that the number of total hours worked per week does not exceed the allowed 20 hours per week while school is in session and no more than 29 hours per week only during break periods as defined above.

If a student has more than one position, both positions must be the same classification, either student help or work-study.

**F. Employment of Relatives**

No person in a full-time, part-time, or student employee position, may be employed, promoted, or transferred to a department where they would be the immediate supervisor of or receive direct supervision from a relative. For the purpose of this policy, the term “relative” shall include persons living together (including roommates), a spouse, child, grandchild, great-grandchild, parent, grandparent, great grandparent, brother/sister, aunt/uncle, great aunt/uncle, niece/nephew, grandniece/nephew and cousin. All relationships are included, whether full-, half-, step-, foster-, adopted, or in-law. An employee who has a question pertaining to the relatives covered by this policy should contact his or her supervisor or Human Resources.

**G. Vacations & Holidays**

Student employees are not eligible to be paid vacation or holiday pay. They are paid at the regular pay rate for hours worked on a holiday.

**H. Spring Intersession**

Student employees are only allowed to work during the intersession period if they were enrolled as a student during the spring semester prior to the intersession AND they are enrolled in the fall semester after the intersession.

Summer semester should only be used to determine if a student can work intersession if the student will graduate in the summer. In this instance, a student that is enrolled in both spring semester and summer semester can work during the spring intersession. If a student graduates in May, they cannot work during the intersession.

**I. Pay Days**

Students are given a Student Employee Pay Schedule during the “New Employee Orientation” that shows when their checks will be direct deposited to their checking account.

Contact the Student Employment Office to request a copy of the current Student Employee Pay Schedule.

The University makes every effort to ensure that employees are paid promptly and accurately. In the unlikely event that there is an error in the amount of pay, the employee should bring it to the attention of the Payroll area as soon as possible. If the error was the fault of the University, corrections will be made as quickly as possible. If the error was the fault of the employee, corrections may be made in the next paycheck cycle.

**J. Volunteering**

Student employees may not volunteer additional hours to any department or employer that has hired them for pay. Student employees may not volunteer to do any task similar to duties they perform anywhere on-campus for pay. Employers cannot suggest or require that you volunteer, and they cannot offer any reward or penalty for your volunteering or not volunteering. Please report violations to the Student Employment Coordinator. The Federal Fair Labor Standards Act prohibits employers from accepting volunteer hours from any employee they have hired for pay. This is to protect the employee.

**K. Employment Benefits**

Student employees are not eligible to receive employment benefits such as, but not limited to: sick leave, paid vacation, medical insurance, overtime pay, unemployment insurance and retirement benefits.

**L. On-the-Job Accidents**

If an employee has a work-related injury, it must be reported immediately to the employee's supervisor and to the Human Resources Office. Within 24 hours of a work-related injury (or by the next business day), the employee must file a State of Missouri Initial Injury Report form and a Medical Authorization form with the Human Resources Office, Hearnes Hall Room 214. A Supervisor Statement and/or Witness Statement may also be required. All of these forms are available in the Human Resources Office. If the injured employee is unable to come in person to complete these forms, the employee's supervisor must file them within this same time period.

**M. Graduating Seniors Last Day of Work**

The last day a student employee is allowed to work is the last day of their final exams for the semester in which they are graduating.

## N. Exceptions

Requests for exceptions should be made directly to the Student Employment Coordinator. Any request must be approved BEFORE it will be effective. Requests will not be approved retroactively.

Authorization for the following exceptions must be in writing and require the approval of the Student Employment Coordinator:

- **Work Hours**: If a student employee works more than 20 hours per week (other than a week classes are not in session during the fall and spring semesters). Approval is not required if a student employee works more than 20 hours, but less than 29 hours during the summer.
- **Special Pay Rate**: Approval is required if a student employee will be paid a special pay rate. Approval is required if a student employee will be paid more than the wage set for regular student help and/or work-study funds.

## VI. Student Employee Conduct/Requirements & Responsibilities

### A. Attendance and Punctuality

Student employees are expected to take responsibility for their own attendance and promptness. Dependable and prompt attendance is an essential function of every employee at the University. All student employees must notify their supervisor as soon as possible if they are unable to work for any reason. Supervisors should also be notified as soon as possible of any anticipated tardiness. Student employees will not be paid for time lost as a result of their tardiness and will not be paid for hours that were not actually worked.

Student employees who are frequently tardy or absent, who fail to give proper notice of absences, or who do not properly report absences could be subject to disciplinary procedures up to and including termination. Employees who fail to call or report to work for two consecutive work days will be determined to have resigned and abandoned their position.

Supervisors of student employees are encouraged to set policy regarding absenteeism for their individual department. Setting and regulating a policy regarding what is an acceptable manner for which students should call in to work to report tardiness or an absence is also encouraged.

### B. Personal Appearance

Student employees are expected to present a clean/neat appearance and to dress appropriately and conduct themselves in a professional manner while on the job. This includes showing courtesy and respect to supervisors, coworkers and the public. Failure to

do so can lead to immediate dismissal. Dress code can differ between departments and depending upon job duties and visibility to the public. Dress code includes good grooming habits and regular hygiene. Student supervisors should discuss proper dress code with student employees.

### **C. Conduct on the Job**

Student employees should not expect to study or work on classroom assignments while on the job.

Student employees should not text or talk on cellphones while on the job.

Student employees should not have family/friends visit you at work unless prior permission has been given by your supervisor and this would only be on an occasional basis. If a family member or friend does visit, keep visits brief and rare.

Student employees may not use State equipment or supplies for personal use or classroom assignments. This includes using the printers, copiers, fax machine, computers and accessing the internet for non-work-related purposes. Student employees also cannot install personal software on university computers without the permission of your employing department.

### **D. Confidentiality**

During the course of employment, a student employee may have access to confidential, personal and/or sensitive information. Other than the disclosure of information to appropriate management or department employees as required in the performance of their jobs, all information should be treated in the most highly confidential manner. This treatment of information should continue indefinitely. The direct or indirect unauthorized disclosure, unauthorized removal or negligent handling of personal, sensitive or confidential information may result in disciplinary action up to and including termination

### **E. Disciplinary Guidelines**

Student employees who do not perform work to standard or who violate any rule or policy of the University may be disciplined in accordance with this policy. Disciplinary action may include discharge from employment for the first offense, depending on the seriousness of the violation. The following list includes but does not limit the major items which are deemed sufficient cause for disciplinary action:

- Insubordination; failure or refusal to perform the direction of the employee's supervisor
- Inefficiency or incompetence in the performance of duty
- Careless workmanship or negligence in the performance of duty
- Sleeping, loitering or loafing during working hours
- Conducting personal business on the job

- Continual tardiness or chronic absenteeism; failure to notify supervisor of absence in a timely manner
- Use of University supplies, materials or equipment for personal purposes

**F. FERPA Education Training Policy**

All student workers, tutors, resident hall monitors, UE 100 Course assistants, graduate assistants, student volunteers, student interns, student senate members and student organization representatives who have access to or work with student's personal information are required to complete through a maximum of one-hour foundational FERPA training delivered online. The training is to be completed within 30 days of being hired or in the case of students who are not paid staff, before they come into contact with student confidential information.

- The training is not intended to replace the specific FERPA or other confidential training processes required by the departments.
- Upon completion of training, student will receive a certificate which must be presented to the Student Employment Coordinator and their supervisor or appropriate department or staff member overseeing their role.
- For paid student worker positions, all training time is considered compensable and must occur following their date of hire. The definition of "paid" includes giving of stipends, scholarships, earned credits, or other non-monetary rewards.
- Training will be delivered through the campus LMS in collaboration with HR Training.