NORTHWEST MISSOURI STATE UNIVERSITY

Employee Handbook for Student Employees

Approved by the Board of Regents
April 27, 2012

Office of Human Resources
Northwest Missouri State University
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Maryville, MO  64468
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CHAPTER 1
INTRODUCTION

1.1 Welcome

Welcome to Northwest Missouri State University. The University’s main responsibility, as a public institution of higher learning, is to provide a quality education for all who attend. All activities are carried out with this goal in mind and each student employee (hereinafter “employee(s)” or “student employee(s)” unless the context dictates otherwise) has a role in helping to achieve it. The University enjoys the reputation of having the most beautiful, functional, and friendly campus in the state. Without the cooperation and support of all employees, this reputation would not be possible. Courtesy and mutual respect among students, faculty, and staff are of utmost importance in creating an environment conducive to education.

This Student Employee Handbook has been prepared by the Office of Human Resources as a guide to inform student employees of their responsibilities. Student employees are strongly encouraged to read this Student Employee Handbook and keep it available for reference. In addition to the policies outlined in this Student Employee Handbook, each student employee should familiarize himself or herself with the specific policies and responsibilities of their department. Every attempt has been made to ensure that this Student Employee Handbook is complete and that the policies and procedures contained herein conform to local, state and federal requirements. Student employees who have questions about employment policies or procedures that are not answered in this Student Employee Handbook should contact their supervisor, department head, or the Office of Human Resources for assistance. The most recent edition of the Student Employee Handbook is also available on the myNorthwest web portal and the student employment website.

1.2 At-Will Employment

This Student Employee Handbook is not a contract of employment. Unless otherwise agreed in writing signed by the Board of Regents and subject to these policies and any applicable law, all University student employees are employed on an at-will basis. This means that employment is not guaranteed for any specific duration of time, and the University retains the right to terminate an individual’s employment at any time, with or without cause. No oral representations made by a University employee with respect to continued employment can alter this relationship. Likewise, no statement made in this Student Employee Handbook is intended to alter the at-will nature of employment with the University.

1.3 Policy Changes

The 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 Student Employee Handbook 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 Student Employee Handbook statements. This edition of the Student Employee Handbook supersedes all previous editions of the Student Employee Handbook.

The regulations and policies contained herein shall cover all student employees by the University. Policies pertaining to administrative, professional, and support staff and faculty members are contained in the Administrative, Professional and Support Staff Handbook and the Faculty Handbook.
CHAPTER 2
GENERAL POLICIES AND PROCEDURES

2.1 Equal Employment Opportunity

Northwest Missouri State University is an affirmative action/equal opportunity employer. The University emphasizes the dignity and equality common to all persons and adheres to a strict nondiscrimination policy regarding the treatment of individual faculty, staff, and students. In accord with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, religion, national origin, sex, ancestry, age, disability, genetic information, or status as Vietnam-era veteran, in employment or in any program or activity offered or sponsored by the University. As an equal opportunity employer, the University promotes and maintains affirmative action programs to ensure that all individuals participate fully in every facet of employment opportunities. The University also provides equal employment opportunities with reasonable accommodation, when appropriate, to qualified applicants and employees with disabilities.

An employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of the Equal Employment Opportunity (EEO) Officer, who may be contacted at: EEO Officer, Northwest Missouri State University, 800 University Drive, Maryville, Missouri, 64468-6001 (660-562-1128). Employees can raise concerns and make reports without fear of reprisal. Employees found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Copies of the University’s Equal Employment Opportunity (“EEO”) Guidelines are available in the Office of Human Resources.

2.2 Harassment

Northwest’s Commitment

All members of the University community have an interest in increasing and maintaining an environment free from harassment, including sexual harassment. Sexual harassment, including sexual violence, is a violation of federal and state law, as well as Northwest policy. All faculty, staff, and students need to be aware that they will be subject to disciplinary action for violations of this policy up to and including termination. Northwest is committed to providing an environment in which individuals are treated fairly and with respect. Harassment will not be tolerated under any circumstances within the University’s jurisdiction, whether it is in an academic, employment, residential, or social situation.
Definition of Sexual Harassment/Sexual Violence

Defined by the Equal Employment Opportunity Commission (“EEOC”), unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic standing, or
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic evaluations affecting such individual, or
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive working, academic, or social environment.

Examples of conduct that may constitute sexual harassment include:

- Verbal: suggestive comments about a person’s clothing, body, or sexual activity; humor or jokes about sex or about gender-related characteristics; sexual innuendos and comments; direct or indirect threats linked to sexual propositions or sexually-explicit questions
- Nonverbal: suggestive or insulting sounds (leering, whistling); display of sexually-explicit pictures or photographs; obscene gestures; staring at a person’s physical features
- Physical: intentionally brushing a person in passing; inappropriate touching, patting, or tickling; pinching or squeezing; coerced sexual activity and sexual assault
- Written: suggestive notes, letters; suggestive E-mail messages, text messages

Reporting Procedure

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. If you feel you have experienced or observed any form of unlawful harassment, please take the following actions:

- Promptly advise the offender(s) that the conduct is unwelcome and request that it be stopped immediately.
• Document the incident as to date, time, place, witnesses, and nature of the incident.

• Report the incident to the EEO Officer immediately.

In all cases, the EEO Officer or his or her designated representative will be available to hear complaints. The EEO Officer can be contacted at: EEO Officer, Northwest Missouri State University, 800 University Drive, Maryville, Missouri, 64468-6001 (660-562-1128).

Additional Points

Every effort will be made to ensure the confidentiality of those who report a complaint or participate in the procedures. Persons making false accusations in harassment cases will be subject to disciplinary action, up to and including termination of employment. Persons, who retaliate against those who report sexual harassment, use the reporting procedures, or are involved in the harassment procedure, will likewise be subject to disciplinary action, up to and including termination.

2.3 Consensual Amorous Relationships

In General

There are special risks in any sexual or romantic relationship between individuals in inherently unequal positions, and parties in such a relationship assume those risks. In the University context, such positions include (but are not limited to) supervisor and employee, senior faculty and junior faculty, mentor and trainee, and professor and student. Because of the potential for conflict of interest, exploitation, favoritism, and bias, such relationships may undermine the real or perceived integrity of the supervision and evaluation provided. Such relationships may be less consensual than the individual whose position confers power or authority believes. The relationship is likely perceived in different ways by each of the parties to it, especially in retrospect.

Moreover, such relationships may harm or injure others in the academic or work environment. Relations in which one party is in a position to review the work or influence the career of the other may provide grounds for complaints by third parties when that relationship gives undue access or advantage, restrict opportunities, or creates a perception of these problems. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic involvement, this past consent does not remove grounds for a charge based upon subsequent unwelcome conduct after notice is given that such conduct is no longer welcome.

Where such a relationship exists, the person in the position of greater authority or power will bear the primary burden of accountability, and must ensure that he or she, and this is particularly important for teachers, does not exercise any supervisory or evaluation function
over the other person in the relationship. Where such recusal is required, the recusing party must also notify his or her supervisor or department head, so that such supervisor or department head can exercise his or her responsibility to evaluate the adequacy of the alternative supervisory evaluative arrangements to be put in place. Student employees, may instead, as an option, notify the Office of Human Resources. To reiterate, the responsibility for recusal and notification rests with the person in the position of greater authority or power. Failure to comply with these recusal and notification requirements is a violation of this policy, and therefore grounds for discipline, up to and including termination.

With Students

The University will view it as unethical and a violation of this policy if University employees engage in sexual or romantic relationships with students enrolled in their classes or subject to their supervision. Such employee-student relationships may include, but are not limited to, faculty and student, advisor and advisee, teaching assistant and student, coach and athlete, the individuals who supervise the day-to-day student living environment of student residents, student employee and student, and student employee supervisor and student employee. The behavior is, in most cases, unethical even when the relationship is consensual (i.e., both parties have consented), because the voluntary consent of the student is in doubt, given the power imbalance in the student-employee relationship. Even if consent were to be shown, a clear conflict of interest would still exist which might create the appearance of discrimination or favoritism in grading or access to educational opportunities. Relationships between a graduate student and an undergraduate student, when the graduate student has some supervisory responsibility for the undergraduate student, are covered by this policy.

An employee with questions or concerns about consensual amorous relationships in the workplace is encouraged to bring these issues to the attention of the EEO Officer.

2.4 Disability and Reasonable Accommodation

Northwest’s Commitment

Northwest Missouri State University is committed to providing an accessible and supportive environment for employees with disabilities. Equal access for qualified employees with a disability is an obligation of the University under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 ("ADA"), and the ADA Amendments Act of 2008 (ADAAA). The University does not discriminate on the basis of disability against otherwise-qualified individuals in any program, service or activity offered by the University. The University is committed to ensuring that no otherwise qualified individual with a disability is excluded, denied services, segregated or otherwise treated differently than other individuals because of the absence of auxiliary aids or other appropriate services; however, accommodations cannot result in an undue hardship to the University or fundamentally alter the essential functions of the job.
Implementation and Responsibility

Employees are responsible for initiating requests for any desired disability related workplace accommodations. Requests by non-faculty employees should be made to supervisors or to the Office of Human Resources; faculty employees should contact their department head or the Office of Human Resources.

Supervisors/Department Heads are responsible for receiving requests for workplace accommodations, informing employees of the process and referring requests to the Office of Human Resources. Supervisors are also responsible for initiating a discussion concerning accommodations when they have reason to believe that an employee’s disability precludes the employee from initiating a request. Supervisors should inform the Office of Human Resources of all requests for accommodations.

Office of Human Resources is responsible for evaluating the request, determining what type of documentation is necessary, and determining if the requested accommodation is appropriate and effective.

Definitions

**Disability:** The term “disability” means, with respect to an individual— (a) a physical or mental impairment that substantially limits one or more major life activities of such individual, (2) a record of such an impairment; or (3) an impairment that is episodic or in remission if it substantially limits a major life activity when it is active.

**Substantial Limitation:** An impairment is substantially limiting if it prohibits or significantly restricts an individual’s ability to perform a major life activity as compared to the ability of the average person in the general population to perform the same activity. The determination of whether an impairment substantially limits a major life activity depends on the nature and severity of the impairment, the duration or expected duration of the impairment, and the permanent or long-term impact of the impairment.

**Major Life Activity:** A major life activity is defined as the act of caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. A major life activity also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

**Qualified Individual with a Disability:** An employee or applicant for employment who, with or without a reasonable accommodation can perform the essential functions of the position.
**Reasonable Accommodation:** A modification or adjustment to a position, an employment practice, or the work environment that makes it possible for a qualified individual with a disability to perform the essential functions of the position. Examples of reasonable accommodations may include, but are not limited to: (1) making existing facilities readily accessible to and usable by persons with disabilities; (2) job restructuring, modifying work schedules, reassignment to a vacant position; or (3) acquiring or modifying equipment or devices, adjusting or modifying examinations, training materials, or policies, and providing qualified readers or interpreters.

**Essential Job Function:** The fundamental duties of the position or the primary reasons the position exists. The University does not have to eliminate an essential function from the position, nor does it have to lower quality or performance standards to make an accommodation, as long as those standards are applied uniformly to employees with or without a disability. The University does not have to create a new position to accommodate an employee.

**Undue Hardship:** An accommodation or action requiring significant difficulty or expense when considered in light of factors such as the University’s size, financial resources, and the nature and structure of its operation. Undue hardship also refers to an accommodation that is unduly expensive, substantial, or disruptive, or one that would fundamentally alter the nature of the position.

*Procedure to Request a Reasonable Accommodation*

Applicant and employee requests for reasonable accommodations shall be made to the Office of Human Resources. Supervisors or representatives of the Office of Human Resources receiving a request should immediately contact the EEO Officer for guidance.

*Appeals/Grievance Procedure*

In the event an employee disagrees with the determination and/or proposed accommodation, he or she may contact the EEO Officer.

*Confidentiality*

All necessary steps will be taken to ensure the confidentiality of information pertaining to an employee’s disability or request for accommodation. Information should be shared on a limited basis with supervisors or department heads regarding necessary accommodation, first aid, emergency procedures, and insurance companies, as necessary. All medical records of employees are kept in separate confidential files.
25  Alcohol/Drug Abuse

The University abides by all applicable federal, state, and local laws relative to the use of alcohol and controlled substances. It is the policy of the University to prohibit the unlawful possession, purchase, manufacture, use, sale or distribution of illicit drugs and alcohol by employees on University property or as part of any of its activities. The University has the right to require an employee to undergo alcohol and/or drug testing when there is a reasonable suspicion that the employee might be under the influence of alcohol or drugs.

Any employee who does not abide by this policy is subject to disciplinary action up to and including termination, or satisfactory participation in an educational, assistance or rehabilitation program related to alcohol or drug abuse and approved by federal, state, local health, law enforcement, or other appropriate agency. Costs for the rehabilitation will be the responsibility of the employee. The decision on the severity of action will depend, in part, upon the nature of the offense, the sensitivity of the position held, and the outcome of participation in the program described above.

Employees must abide by the terms of this policy and report to the University any conviction or guilty plea under a criminal drug statute for violations occurring on or off University premises. A report of a conviction must be made to the Office of Human Resources within five (5) days after the conviction or guilty plea.

The University does not condone the abuse of alcohol and drugs; it does, however, recognize that employees with alcohol or drug-related problems should be encouraged to seek help in dealing with such problems. Student employees are encouraged to use the University Wellness Services, as appropriate, when facing alcohol and drug related problems.

2.6  Smoke-Free Campus

The University is committed to providing an environment that is safe and healthy. Consistent with this policy, the University became a smoke-free campus as of August 1, 2010. Smoking is prohibited on all University owned or leased property and in all university vehicles. This policy will apply to all students, employees, contractors, volunteers, and visitors on University-controlled property. Smoking encompasses cigarettes, cigars, pipes, and all other forms of smoke-generating products.

Cats Advocating Smoke-Free Environment (CASE) along with the University Wellness Center will coordinate University efforts for policy notification, education, promotion, support and assessment to ensure successful implementation.

The University reserves the right to initiate disciplinary procedures against any individual found to be in continuous violation of this policy; however all faculty, staff, and students will have a collective responsibility to promote the safety and health of the campus community and
therefore share in the responsibility of enforcement. Individuals observed smoking are to be reminded in a professional and courteous manner of the University policy.

2.7 Solicitation

The University’s policy regarding solicitation on campus is covered in the following resolution of the Board of Regents.

“No agent, solicitor, peddler, or other person shall solicit, offer for sale or sell any subscription, policy, service, article or things whatsoever ... upon the premises of the University, while it is in session, and for one half hour before school convenes and for one half hour after school has dismissed, PROVIDED this prohibition shall not apply to any school, University or civic enterprise specifically approved by the President of the University.”

The attention of the faculty, students, employees of the University and all other persons is directed to the above resolution and full cooperation is required. Solicitation for a University project must be made in writing to the Student Affairs Office.

2.8 Employment of Relatives

No Regent, officer, faculty, or employee shall participate, either directly or indirectly, in a decision to appoint or hire an employee of the University, including regular and part-time appointments, who is related to such person within the fourth degree by blood or marriage. It also shall be a violation of this policy for an employee to supervise, either directly or indirectly, the work of another employee who is related within such fourth degree, unless the supervisory role is specifically approved by the President of the University. A relative within the fourth degree includes, but is not limited to spouse, child, grandchild, great-grandchild, great great-grandchild, parent, grandparent, great grandparent, great 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 or supervisor who has a question pertaining to the relatives covered by this policy should contact their supervisor or the Office of Human Resources.

2.9 University Closings

The President or his/her designated representative will make the decision and announcement of any University closings or cancellations. The areas classified as critical to the day-to-day operation of the University which must remain open are the following: Environmental Services, and University Police. Should a snow day or other circumstance causing a closing occur, employees in areas listed above are asked to report to work at their normal time or call their supervisor as soon as reasonably practical before that time, if they will be unable to report to work. In making arrangements to cover emergencies and absences, employees in these areas may also be requested to report early. Employees should sign up for Bearcat Alert to receive a prompt notification of a University closing.
2.10 Workplace Violence and Threats

The University is concerned about the safety of its employees and is committed to maintaining a work environment that is secure and free from incidents of violence or threats of violence. The University will not tolerate incidents of violence because such incidents are contrary to and interfere with University objectives. Acts of aggression are often precursors to actual violence so the University will give immediate attention and serious consideration to all reports of incidents of aggression and will initiate appropriate actions.

This policy defines aggression broadly as any of the following: unwelcome forceful physical touching; intimidating, threatening or hostile actions; intimidating, threatening or hostile communications, whether oral, written, or nonverbal, made in person or communicated by or any other means; vandalism; arson; sabotage; throwing objects; unauthorized possession or use of a weapon on University property; or any other acts or communications of a similar nature. This policy also covers interpersonal conflicts occurring off campus that may create the risk of aggression resulting from such conflicts being carried out on campus.

The Vice President of Human Resources and Organizational Effectiveness (“VPHROE”) is responsible for the overall implementation and oversight of the University’s workplace aggression management plan. After University Police responds to a threat or act of aggression, the VPHROE will determine whether further investigation is required, the manner of that investigation, and will oversee any such investigation of the incident. The VPHROE, the Counseling Center Director, and University Police Chief shall also be charged with reviewing incidents of aggression to identify ways in which similar incidents can be prevented. The VPHROE shall also coordinate all critical incident debriefings of students, staff or faculty that are affected by the incident.

All University employees are required to immediately report any acts or threats of aggression. If urgent, call University Police (660-562-1254) or call 911. For help with non-urgent threats, call the Office of Human Resources (660-562-1128) or the Counseling Center (660-562-1220).

All employees and students who apply for or obtain a protective or restraining order (Ex Parte, Full Order of Protection, Child Protection Order) which lists University property as being a protected area must provide a copy of the Order to University Police and the Office of Human Resources.

2.11 Weapons

To improve the overall safety of the campus community, employees (other than University Police officers) are not permitted to bring weapons on the University campus. Prohibited weapons include guns, switchblades, or other knives (deemed to be dangerous or illegal), hunting bows, explosives, or other items which could be construed as weapons, such as
paintball/airsoft guns. A violation of this policy will be considered a serious offense, and employees violating this policy will be subject to disciplinary action, up to and including termination of employment.

### 2.12 Workplace Surveillance and Searches

The University may utilize reasonable surveillance and search measures that ensure an appropriate work environment and compliance with University policies and applicable law. Subject to legal requirements, the University reserves the right to inspect and search all work areas, desks, computers, file cabinets, lockers, lunch boxes, or other containers, and personal vehicles on University premises. In addition, all records contained in computers (including voice mail and e-mail) and storage devices (including removable media) should be business-related, and are therefore open to inspection by the University in accordance with University policies, subject to applicable legal requirements.

### 2.13 Driver Requirements

Student employees may be authorized to operate University vehicles for the purpose of conducting University business, provided they have an appropriate and valid U.S. driver’s license for the vehicle being used, and agree to operate the vehicle in a safe and prudent manner. The driver’s requirements are in addition to any requirements, standards, operating restrictions, or suspensions imposed by Missouri law. Drivers are to have in their possession a valid driver’s license at all times. Student employees may only operate University vehicles within the Maryville City limits and to field study sites and University property within Nodaway County. Student employees expected to operate a 15-passenger vehicle shall complete a training session with Facility Services prior to operating the vehicle.

### 2.14 Information Technology

It is the policy of the University to maintain access for its community to local, national and international sources of information and to provide an atmosphere that encourages the free exchange of ideas and sharing of information. Access to this environment and the University’s information technology resources should be considered a privilege and must conform with all laws, with University policy, and with any policies specific to a resource. All University employees are subject to the University’s computing policies, which can be found on the University’s Information Systems website at:

http://www.nwmissouri.edu/compserv/clientcomputing/ComputingPolicies.htm

### 2.15 Children in the Workplace

The University values family life and has worked to develop employment policies and benefits that are supportive of families. While the University seeks to focus on providing an environment open to work and family issues, it also believes that the work place should not be used in lieu of a child care provider.
It is the policy of the University that minor children in an employee’s care may not be present at an employee’s workplace (e.g., office, classroom, shop area), in lieu of other child care arrangements, during the employee’s working hours. The supervisor is responsible for enforcing this policy in their respective work areas. This policy is not intended, however, to prohibit children from the campus when the purpose of their visit is to attend classes or to participate in University-sponsored activities specifically scheduled for their benefit.

2.16 NCAA Regulations

Contact the Athletics Department for information regarding the employment of a student-athlete.
CHAPTER 3
EMPLOYMENT POLICIES AND PROCEDURES

3.1 Eligibility to Work

Eligibility to work is based on a student’s enrollment status and eligibility to legally work in the United States as set forth by the U.S. Department of Homeland Security, U.S. Citizenship and Immigration Services. A student is eligible for employment regardless of financial need. Policies and procedures apply to undergraduate and graduate students, excluding graduate assistants. (Information related to Graduate Assistantships may be obtained by contacting the Graduate Office.) Students classified as non-degree seeking are not eligible for student employment. Students may not work as both a student employee and a staff member at the same time.

Enrollment Requirements
A student shall be enrolled in a minimum of six credit hours during any trimester to be eligible for student employment. If enrollment falls below six credit hours, employment will be discontinued upon notification from Student Employment to the student and the student’s supervisor.

Summer enrollment requirements are the same. A student shall be enrolled in a minimum of six credit hours during the trimester, regardless of the session/s of enrollment. A student may work during the entire trimester, even in a session in which the student is not taking a class.

Students may work with five or fewer credit hours only when it is their last trimester of coursework. A student must notify Student Employment of these circumstances prior to the beginning of their last trimester.

Official beginning and ending dates for all academic periods are published annually in the University Catalog or online at http://www.nwmissouri.edu/calendar/academic.htm.

A student is eligible to work during a University Intersession providing pre-registration is complete for a minimum of six credit hours for the next trimester of coursework. If pre-registration is not complete, the student shall communicate their intent to enroll by emailing Student Employment.

3.2 Employment Applications

The University relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in this information or
data may result in the University’s exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Hiring Documents

Every student who is hired for the first time shall complete a Federal W-4, Missouri W-4 and Employment Eligibility Verification (Form I-9; Section I) prior to the first day of employment.

Employment Eligibility Verification (Form I-9)

The I-9 Form establishes eligibility to legally work in the United States as set forth by the U.S. Department of Homeland Security, U.S. Citizenship and Immigration Services and is located at http://www.uscis.gov/files/form/i-9.pdf. This form shall be completed by every newly hired student employee prior to the first day of employment. Students shall adhere to the following guidelines:

- The top portion is completed by the student.
- The second portion is completed by personnel in the Office of Human Resources Management.
- The second section requires presentation of identification that establishes identity and eligibility to work.
- A list of documents that may be presented may be viewed at http://www.uscis.gov/files/form/i-9.pdf.
- Only ORIGINAL documents may be accepted.

Start Date

Student employees may begin working after all hiring documents from the supervisor and student is complete.

3.3 Orientation

Upon the commencement of employment, student employees will complete an online orientation program conducted by the Office of Human Resources. During orientation, employees will receive information regarding University policies, compensation, and other general information about the University. Completion of the orientation is confirmed through module activities. Student employees shall be paid for their time to complete the orientation, not to exceed one hour of compensation. Completion of the orientation is required. Student employees will complete all employment paperwork and forms required for payroll and human resources prior to the first day of employment. Departments will provide their employees with a more specific orientation concerning the department and the employee’s position.
3.4 Background Checks and Criminal Convictions

Candidates selected for student employment University positions involving interaction with minor children are required to pass a background check. This background check may include, but not be limited to, criminal history, verifications of employment and education, and driving records. If the candidate challenges the information contained in the background check with the screening agency, the University is not required to hold open the position. Consideration will be given to the relationship between the information obtained in the background check and the responsibilities of the position. A relevant job-related conviction or guilty plea is grounds for termination of employment or non-selection of the candidate. Convictions and guilty pleas include all felonies and misdemeanors except minor traffic violations in relation to any position which does not require driving. For positions that require operation of a motor vehicle, the terms conviction and guilty plea shall include minor traffic violations.

Applicants for employment who plead guilty to or are convicted of a criminal violation after they have applied should contact the Office of Human Resources within five (5) days of the conviction or guilty plea. Individuals who have begun employment with the University must notify their supervisor within five (5) days of a conviction or guilty plea to a criminal violation. Failure to report a conviction or guilty plea is grounds for discipline up to and including termination of employment or non-selection of an applicant. Supervisors should notify the Office of Human Resources immediately upon being informed of any such conviction or guilty plea.

3.5 Job Postings

University system-wide vacancy announcements of student employment opportunities are available online on the University’s website.

3.6 Dual Employment

No individual may occupy a student employment position in conjunction with other University employment within the University employment structure. Student employees may hold more than one position within the Student Employment Program providing they do not exceed the weekly hour limit.

3.7 Personal Data Changes

It is the responsibility of each employee to promptly notify the University of any changes in personal data. Mailing address, name changes, marital status, and other such status reports should be accurate and current at all times. The Office of Human Resources should be notified immediately of any such changes.
3.8 Employee Performance Evaluations

The University expects each employee to perform the duties of his/her position at the highest level of performance possible. All employees should have their performance evaluated periodically to document their performance and provide feedback. The value of performing and documenting a performance evaluation includes, but is not limited to, fostering the professional development of employees, providing clarification of job expectations, raising employee morale, documenting and correcting performance problems, and reviewing individual levels of performance in comparison to established standards, as well as identifying individual goals that support the University’s mission. A student employment performance evaluation is required, and must be submitted to the Office of Human Resources, for all Career Pathing Program participants in the event the student employee is eligible for a wage increase.

3.9 National Student Employment Week

National Student Employment Week is held the second full week of April to recognize the contributions of student employees to the University community.

Recognition
Each year during National Student Employment Week, awards shall be given for the following:

- Outstanding Teamwork
- Outstanding Recommendations for Reliability
- Outstanding Recommendations for Quality of Work
- Outstanding Recommendations for Initiative
- Outstanding Recommendations for Professionalism
- Outstanding Recommendations for Uniqueness of Contribution
- Student Employee of the Year
- Student Employee Supervisor of the Year

Eligible students are undergraduate or graduate student employees (not Resident Advisors, Graduate Assistants, or Graduate Teaching Assistants) who have been or will be employed for a minimum of six months between June and May of the current fiscal year.

Nomination forms for student employee of the year and outstanding team are distributed in January and are due on or before February 25 of each year to Student Employment. A formal letter of nomination may be submitted by supervisors, faculty or staff. Each nomination must include three letters of recommendation. If a supervisor is another student, the department’s budget custodian or supervisor shall also sign the nomination form. One nomination may be submitted per supervisor. A student/team may only be nominated once. If in the event more than one nomination is received the first nomination submitted will be evaluated.
Nominations will be evaluated by five to seven individuals who did not nominate a student or team in the respective category. Nominations will be evaluated on a scale of 1 to 5 for each of the following five criteria: Initiative, Reliability, Professionalism, Quality of Work and Uniqueness of Contribution. The top two nominees shall be interviewed by a panel of two to three judges who did not nominate in the respective category. The Northwest Student Employee of the Year nomination shall be forwarded to the Midwest Association of Student Employment Administrators (MASEA) for consideration of state, regional and national awards.

Eligible supervisors are current student employment supervisors.

Nomination forms for supervisor of the year are distributed in January and are due on or before February 25 of each year to Student Employment. A formal letter of nomination may be submitted by student employees. Each nomination must include three letters of recommendation. One nomination may be submitted per student employee. A supervisor may only be nominated once. If in the event more than one nomination is received the first nomination submitted will be evaluated.

Nominations will be evaluated by five to seven individuals who did not nominate a supervisor. Nominations will be evaluated on a scale of 1 to 10 for each of the following three criteria: Leadership, Mentoring, and Professionalism. The top two nominees shall be interviewed by a panel of two to three judges who did not nominate in the respective category.

3.10 Separation from Employment

Employment at the University shall be “at will” and shall be terminable “at will” by the University or the employee with or without cause. No representative of the University has any authority to enter into any employment agreement for any specified period of time or to make any employment agreement contrary to the foregoing. Oral statements and representations are not binding on the University, and any exception to the foregoing must be made in writing and agreed to in writing by the University’s Board of Regents. Separation of employment with the University can occur in several ways. The following is an explanation of each type of separation of employment and the procedures that apply to each type of separation of employment.

Resignation

An employee may terminate employment with the University by submitting a written resignation to his/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 (or as otherwise provided by agreement).
**Termination**

Employment with the University is “at will” and may be terminated at any time. The University, at its discretion, may utilize progressive disciplinary procedures in appropriate circumstances. Dismissal requires the approval of the Office of Human Resources.

**Federal Work Study Limitation**

Community Service and America Reads Program positions are contingent upon federal work study eligibility. Student employees working in a Community Service and/or America Reads Program positions may be terminated if their federal work study eligibility is withdrawn, reduced or earned.

**Graduation**

Students graduating during the fall or spring trimester may work through the day of commencement. Their employment is terminated upon graduation. Those graduating in the summer trimester may work through the last day of the summer trimester of graduation.

**Enrollment Revision**

Student employees who withdraw or drop enrollment below six credit hours during any time of the trimester become ineligible for student employment on the date of withdraw or enrollment change.

3.11 **Exit Procedure and Property Clearance**

When employment with the University is discontinued, for any reason, the employee is responsible for returning all University property in his/her possession.

3.12 **Confidentiality**

Employees of the University and the University anticipate that while serving the University, employees may come into contact with, produce, and/or learn confidential information concerning the University’s personnel, business, including but not limited to its method of doing business, trade secrets, patents, data, and other similar information. Employee shall have access to such information under the conditions that such confidential and/or proprietary information remain confidential and the property of the University.

A. All information of a tangible or intangible nature disclosed to Employee, shall be considered confidential and the property of the University.
B. All rights in and title to confidential information, related materials, samples, products, data or processes disclosed to employees, shall remain the property of and/or vest in the University.

C. Employees shall not, without the prior written consent of the President (Chair) of the Board of Regents or a majority of the Board, disclose or provide access to the University’s confidential information to any other person for any purpose, nor reproduce in any media the confidential information disclosed to employees, except for communication to persons aware of the University’s confidential information and/or to proceed with instructions of the Board or the Chair or to discuss legal issues or concerns with the University’s General Counsel.

D. The obligation of employees to protect confidential information shall not apply to information which:

1. Is or becomes publicly known through no wrongful act of employees;

2. Becomes rightfully known to employees without confidential restrictions from a source other than the University and/or any of its Regents, consultants or contractors;

3. Is approved by the University for disclosure without restriction by the Board of Regents of the University; or

4. If said information is sought from employees by judicial process or under color of law, employees shall immediately notify the University of said process so as to provide the University a reasonable opportunity to participate if necessary in such process.

E. The obligation of employees to hold the confidential information in confidence shall survive the termination (for any reason) of employee’s employment with the University.

A student employee statement of understanding of the Family Educational Rights and Privacy Act must be signed by the student employee at the time employment paperwork is completed.
CHAPTER 4
CLASSIFICATION AND COMPENSATION

4.1 Earning Classifications

It is the intent of the University to clarify the definitions of earning classifications so that employees understand their employment status. Each student employee will belong to one of the following earning categories:

- **REGULAR HOURLY** is funded with non-financial aid funds. The earnings are not considered a part of the student’s financial aid package.

  *Grants*
  Positions funded through grants between faculty or departments and agencies outside the university. Positions funded as such are not eligible for Federal Work Study earnings.

- **COMMISSION** is funded with non-financial aid funds. The earnings are not considered a part of the student’s financial aid package. The earnings are paid based on departmental practices and are not eligible for Federal Work Study earnings.

- **STIPEND** is funded with non-financial aid funds. The earnings are not considered a part of the student’s financial aid package and are not eligible for Federal Work Study earnings.

- **SCHOLARSHIP** is funded with financial aid funds. The earnings are considered a part of the student’s financial aid package and are not eligible for Federal Work Study earnings.

- **FEDERAL WORK-STUDY** is a program of the US Department of Education and is funded with 65% federal and a 35% university matching funds. Federal Work-Study is awarded to students as part of their financial aid package. To be eligible for federal work-study, a student shall complete a “Free Application for Federal Student Aid” (FAFSA) and have financial need as determined by the federal methodology. Federal work-study funds are available to students in the form of a paycheck once employment is secured and wages are earned. Continuing students are awarded federal work-study by reapplying for Financial Assistance on an annual basis. Once the student’s maximum eligibility for funds has been depleted, the student will be paid with non-financial aid funds (Regular hourly) for the remainder of the year with the exception of Community Service and America Reads Program positions.

  *Community Service*
  Students who have been awarded federal work-study are eligible to be employed with nonprofit/community service organizations. Students with a federal work-study award may contact Student Employment for additional information. If a student has interest in Community Service employment and does not have federal work-study as part of the
financial aid package, the student may contact the Office of Financial Assistance to determine if there is eligibility for a federal work-study award.

_America Reads_
Students who have been awarded federal work-study are eligible to be employed as reading tutors of elementary aged children through the America Reads Program. Students with a federal work-study award may contact Student Employment for additional information. If a student has interest in America Reads employment and does not have federal work-study as part of the financial aid package, the student may contact the Office of Financial Assistance to determine if there is eligibility for a federal work-study award.

All categories of student employment must adhere to the student employment policies and procedures.

4.2 _Career Pathing Program_

All hourly (those paid an outlying wage rate are ineligible, ex: any hourly wage above $8.15/hour) student employees have an opportunity for annual pay advancement ($.25 per hour increase). The pay advancement includes participation in personal and professional development, title advancement and performance-based feedback. Student employees may begin participating in the program once hired by attending the development sessions. Students register for the sessions on-line at [http://www.nwmissouri.edu/hr/student/trainingopps.htm](http://www.nwmissouri.edu/hr/student/trainingopps.htm).

_Criteria for Advancement:_

1. A student employee must work within the same department for both a fall and spring trimester (credit is granted for a full trimester if a student begins employment later in the trimester but still completes three training sessions for that trimester).
2. A student employee must attend at least 3 of 8 personal and professional development opportunities offered per trimester (students are paid for their time in attendance). Each session may last approximately 45 to 90 minutes based on the topic and/or presenter. A total of 6 opportunities (3 per trimester) are required for advancement.
3. A student employee must have a satisfactory performance evaluation completed by their supervisor.

The pay advancement is applicable to all eligible hourly paid student employee positions held by the student and is transferrable between positions/departments.

4.3 _Workweek and Work Hours_

The University workweek is defined as a seven-day period that begins at 12:00 a.m. Monday and ends at 11:59 p.m. on Sunday. A normal workweek of a maximum 20 hours is established for student employees, with hours generally between 8:00 a.m. to 5:00 p.m., Monday through Friday. A student employee on average works 10 hours a week. Because of the variety of
functions of the many departments within the University, there may be differences in normal hours and days of work. An employee starting a new job should ask their supervisor or department head for the work schedule. Assignments may fall outside these hours, which are a part of the employee’s responsibility and the employee is expected to perform these responsibilities.

*Hour Limits*

A student may work up to 20 hours per week during the fall and spring trimesters while classes are in session. A student may work up to 20 hours a week during the summer trimester sessions they are enrolled and classes are in session and up to 40 hours a week during the summer trimester sessions they are not enrolled if they have been enrolled in six credit hours in any session of the summer trimester. A student may work up to 40 hours per week or the equivalent of an eight–hour workday during official University breaks. At no time shall a student exceed 40 hours per week.

*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 trimester while classes are in session. They may work up to 40 hours per week during the summer trimester sessions they are not enrolled and during official University breaks. A student may work up to 40 hours per week or the equivalent of an eight–hour workday during official University breaks. At no time shall a student exceed 40 hours per week.

A student may not volunteer “extra hours” while employed or be asked to work more time than what they can be paid.

4.4  **Work Scheduling**

Schedules are determined between the immediate supervisor and the student employee. Flexible scheduling is offered to student employees to accommodate their academic success.

4.5  **Meal and Rest Periods**

Student employees will be provided a meal period of at least 30 minutes long if they are scheduled for an increment of eight hours or greater. Meal period of at least 30 minutes long generally are not compensable time if the employee is relieved completely from duty for the purpose of eating. Any other breaks shall be discussed with the supervisor.
4.6 Payroll

Student employees are paid once per month following the month work was performed. Student employee time sheets are due by Midnight of the first business day after the end of the pay period. Payday for student employees is on the 25th day of the month or prior to, if the 25th is a holiday or weekend. Employees have two options for receiving payment: direct deposit or a U.S. Bank AccelaPay® Card and they must complete the Payroll Enrollment Form to select their payment option prior to employment.

The Payroll Office receives records of time worked by each employee and ensures proper payment in accordance with Northwest, Internal Revenue Service, Fair Labor Standards Act and federal work-study policies and laws. Failure by student employees to follow proper procedures may result in untimely payment to students. The following procedures are established to pay student employees:

*Time Sheet Guidelines for Students*

- Electronically record work times accurately through ‘CatPaws’ Web Time Entry.
- Submit electronic timesheets to supervisor by the deadline.

*Federal W-4*

Student employee earnings are subject to federal withholding taxes. The W-4 Form communicates how to calculate taxes and is located at [http://www.irs.gov/pub/irs-pdf/fw4.pdf](http://www.irs.gov/pub/irs-pdf/fw4.pdf). Students shall complete the form with the following understandings:

- Use a permanent address. A post office box may not be used. International students shall use a local address.
- University personnel may not make recommendations to students regarding their tax filing status. Discuss the number of allowances/exemptions with parents, guardians or tax advisors before coming to complete the form.
- Students may claim “exempt” if they have never paid federal or state taxes and will earn under the specified amount during the calendar year as determined by the Internal Revenue Service.
- **When students claim “exempt,” a new W-4 shall be completed at the beginning of a new calendar year.**
- A new W-4 is required when a name change is made. Students should also complete the name change process with the University Registrar.
- International Students from a country with a tax treaty with the United States have additional paperwork that is required. Students shall contact the Payroll Office for information.

*Missouri W-4*
Student employee earnings are subject to Missouri state withholding taxes. The W-4 Form communicates how to calculate taxes and is shown at http://dor.mo.gov/forms/MO-W-4.pdf.

All students, regardless of residency, shall complete a Missouri W-4. The guidelines stated under Federal W-4 apply to the Missouri W-4.

FICA Taxes

FICA taxes are a combination of Social Security and Medicare taxes. Student employees, including international students, are exempt from FICA taxes based on Internal Revenue Service Code. This exemption exists only when enrollment of a minimum of six credit hours per academic trimester is verified with the University Registrar. Students enrolled in fewer than six credit hours per academic trimester are not eligible for the FICA tax exemption and therefore may not be paid as a student employee.
CHAPTER 5
LEAVE BENEFITS

Student employees are ineligible for sick, vacation and holiday pay or unemployment benefits.

_Scheduling Leave_

Supervisors reserve the right to deny, revoke, or reschedule absences based on workloads and deadlines.
6.1 Workers’ Compensation

All employees of the University are covered by Missouri Workers’ Compensation and are entitled to treatment by an authorized medical doctor for any injury sustained on the job. The employee also may be reimbursed for lost time, disability or dismemberment. Injuries must be reported immediately to the employee’s supervisor and the Office of Human Resources. Employees are required to contact the Central Accident Reporting Office (CARO) at 1-800-624-2354 prior to any medical treatment. Reporting injuries to CARO in a timely manner will allow CARO to make a determination of compensability and direct medical treatment efficiently. It is important to note that CARO cannot consider payment of lost wages, medical bills or medical referrals unless the injury is reported.

Workers’ Compensation paperwork is available on the myNorthwest web portal, or from the Office of Human Resources.

6.2 Uniforms

Some departments within the University require the wearing of distinctive work uniforms. Where uniforms are required, they will be provided by the University. Cleaning and maintenance of uniforms are the responsibility of the individual.

6.3 Keys, Equipment and Other University Property

All keys, equipment, manuals, books, and subscriptions issued to University employees become the responsibility of the employee. Keys are not to be loaned or otherwise distributed to other personnel, faculty or students. All items issued to University employees (including pagers, cell phones, radios, etc.) may be recalled by the University at any time and must be surrendered upon cessation of employment.
CHAPTER 7
EMPLOYEE CONDUCT

7.1 Conduct

Conduct during working hours is expected to reflect the individual’s position as an employee of a public institution of higher learning in the State of Missouri. Conduct that disrupts departmental or University functioning cannot be tolerated and will subject the employee to disciplinary action up to and including dismissal, as determined appropriate by the University.

Fundamental Habits and Attitudes

When a student is hired, she/he becomes a member of a team or work group. This team or work group relies on student employees, as they are a valuable part of University operations. Fundamental attitudes and work habits that are expected of employees are:

- To perform all work assigned completely in a professional and satisfactory manner;
- To treat others courteously and with respect;
- To report to work promptly;
- To communicate with supervisors regarding tardiness or absences;
- To refrain from conducting personal business while working;
- To report hours worked accurately.

Additional Expectations

Departments/offices/work units may have additional policies, procedures and expectations that shall be communicated and adhered to as a condition of employment.

7.2 Personal Appearance

Dress is in accordance with requirements of the various departments. Where requirements do not exist, the employee is requested to observe a standard of dress appropriate to the University.

7.3 Attendance

To maintain a productive work environment, the University expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the University. In the rare instance when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. Poor attendance and excessive tardiness are disruptive and may lead to disciplinary action, up to and including termination of employment. Suspicious absences (such as habitual Monday and Friday illnesses) may require physician certification.
7.4 **Disciplinary Action**

The University, at its discretion, may determine that disciplinary action less than dismissal may be appropriate in some circumstances.

**Termination**

A serious offense or repeated disciplinary problems may require termination of employment. While employment may be terminated at any time without cause, serious misconduct of the following nature may result in immediate termination of employment on the first offense:

1. Theft of University property and/or theft of the property of University employees/students/guests while such property is on University premises (or in University conveyances).
2. Immoral or illegal conduct while on University premises.
3. Fighting with any other person while on University premises.
4. Refusal to follow orders/instructions of an appropriate University supervisor or official and/or general insubordination.
5. Destruction of property, equipment, or materials.
6. Reporting to work under the influence of alcohol and/or narcotics or the consumption of these substances while on the University premises.
7. Any actions on the part of the employee which endanger the safety of any person, including the safety of the employee.
8. Falsifying University records.
9. Infraction of any University policies, procedures and/or regulations.

It is the policy of the University to be fair and impartial in all its relations with employees and to recognize the dignity of the individual. Fairness and consistency require that certain general principles of administering discipline be followed by all supervisors. Representatives in the Office of Human Resources are available to discuss the appropriate course of action in a particular case.

Nothing in this policy or in this Student Employee Handbook (including a description of various types of discipline which may be administered) is intended to limit, in any way, the University’s
right to terminate an employee at-will at any time, with or without cause, and with or without advance notice.
The following can be of assistance to address specific issues:

Coordinator of Student Employment
125 Administration Building
660-562-1140
pmclain@nwmissouri.edu

Employment Policies
Compensation
Training and Recognition

Student Payroll Supervisor
102 A Administration Building
660-562-1108
bwalk@nwmissouri.edu

Paychecks
W-2’s
Timesheets

Financial Assistance Counselor
273 Administration Building
660-562-1555
finaid@nwmissouri.edu

Federal work-study awards
Eligibility for federal work-study

Office of Career Services
130 Administration Building
660-562-1250
career@nwmissouri.edu

Interviewing skills
Resume writing

Equal Employment Opportunity (EEO) Officer
Office of Human Resources Management
125 Administration Building
660-562-1128
nbond@nwmissouri.edu

EEO Compliance
Sexual Harassment

ADA/504 Coordinator
Dr. Leslie Galbreath
127 Owens Library
660-562-1192
leslies@nwmissouri.edu

504/Americans With Disabilities Act (ADA) Compliance

Title IX Coordinator
Dr. Matt Baker
Vice-President of Student Affairs
2160 Student Union
660-562-1219
mcbaker@nwmissouri.edu

Title IX of the Education Amendments of 1972 Compliance

See the Student Employment web site
(http://www.nwmissouri.edu/hr/student/handbook.htm) for recent revisions.