

NORTHWEST MISSOURI STATE UNIVERSITY

STUDENT EMPLOYMENT HANDBOOK

A Guide for Student Employees and Supervisors

Effective May 1, 1999, Revised August 12, 2009

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Equal Employment Opportunity and Nondiscrimination

Northwest Missouri State is committed to the concept of equal opportunity and nondiscrimination whereby all people are employed, trained, and given equal access for individual employment, growth and development without regard to race, creed, sex, color, age, national origin, disability or religion in all job categories. Any person having inquiries concerning Northwest Missouri State University's compliance with Title VI, Title IX, Section 504, or the Americans with Disabilities Act should contact the President's Office. The Executive Assistant to the President has been designated by the University to coordinate the institution's efforts to comply with EEOC guidelines.

The University Cabinet unanimously consented on May 6, 1999 to the distribution of the Handbook. It shall not become part of any employment contract with student employees.

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

Introduction

The Student Employment Handbook has been prepared to set forth policies and procedures as they apply to student employees and supervisors of Northwest Missouri State University. The Handbook has been written in consultation with university students, supervisors, staff and the Student Employment Advisory Board for the following reasons:

- To explain policies and procedures used in the employment process;
- To provide reasonable equity in the conditions of employment; and
- To communicate expectations for student employees and consequences of inappropriate work behavior.

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
mthroen@nwmissouri.edu

EEO Compliance
Sexual Harassment

ADA/504 Coordinator
Dr. Leslie Galbreath
368 Administration Building
660-562-1726
leslies@nwmissouri.edu

504/Americans With Disabilities
Act (ADA) Compliance

1. Job Posting, Search and Application

1.a 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 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 (see 1.k).

1.b Enrollment Requirements

A student shall be enrolled in a minimum of six credit hours during any trimester to be eligible for 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.

Official beginning and ending dates for all academic periods are published annually in the University Catalog. They are also indicated on the work week guide for student employment located at <http://www.nwmissouri.edu/hr/student/workweekguide.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, a letter of intent to enroll from the student shall be delivered to Student Employment.

1.c Hour Limits

A student may work up to 20 hours per week during the fall and spring trimesters. A student may work up to 20 hours a week during the summer trimester sessions they are enrolled 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 supervisor allow a student to work over 40 hours per week.

1.d 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. They may work up to 40 hours per week during the summer trimester sessions they are not enrolled and during official University breaks.

1.e Job Posting

All openings shall be posted for **three** days before a student can be selected. Supervisors shall contact Student Employment when a position is open.

1.f Job Search

Students view openings at <http://www.nwmissouri.edu/hr/student/jobs/index.htm>.

1.g Job Application

Students shall apply to supervisors directly after viewing job postings.

1.h Work Study

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.

Freshmen and transfers are awarded federal work-study funds on a first-come, first-served basis. Efforts will be made to help awardees secure a position; however, an award does not guarantee a position. 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.

Students are encouraged to notify the Office of Financial Assistance if they choose not to work so awards may be given to other students with eligibility.

1.i Community Service

Students who have been awarded federal work-study are eligible to be employed with 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.

1.j 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.

1.k Graduate Assistantships

Information related to Graduate Assistantships may be obtained by calling the Graduate Office at 562-1145.

2. Hiring

2.a Student Personnel Action Form (SPAF)

Supervisors shall complete the SPAF when a candidate has been selected. The SPAF is located at <http://www.nwmissouri.edu/hr/student/spaf.htm> and shall be sent to Student Employment.

2.b 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) within the first day of employment.

2.c 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 student within three business days from the first date of employment. Students shall adhere to the following guidelines:

- The top portion is completed by the student (within the first day of employment).
- The second portion is completed by personnel in the Office of Human Resources Management (within three business days from the first date of employment).
- 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.

2.d Start Date

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

2.e Compensation

Students are paid minimum wage or higher based upon job duties and qualifications of the job. Students are paid monthly.

2.f Sub-Contracted Student Employees

Determination of payment to students using a Direct Expense Voucher (DEV) is made in consultation with the University Controller at 562-1599. No student shall be paid on a DEV without prior approval from the Controller.

2.g Nepotism/Employment of Relatives

A student shall not be hired for, transferred to, nor employed in a position under the supervision of any relative within the fourth degree. The Constitution of Missouri, Article VII, Section 6 sets forth the definition of immediate family as: First degree: child or parent; Second degree: grandchild, brother/sister or grandparents; Third degree: great grandchild, niece/nephew, aunt/uncle or great grandparents; Fourth degree: great great grandchild, grand niece/nephew, first cousin, great aunt/uncle or great great grandparents. A legal description of Nepotism may be obtained from Student Employment.

2.h Orientation Session

Students shall complete a three-part Orientation within the first three days of employment. The orientation sessions shall include such topics as:

- Introduction to the University Student Employment Program
- Completion of I9 and W4 forms
- Review of policies and procedures utilizing the Student Employment Handbook
- Completion of the Student Employee Confidentiality Form
- Review of time keeping procedures

Students shall confirm completion of the orientation sessions by taking and submitting an electronic quiz at the end of the third session. Students shall be paid for their time to complete the sessions, not to exceed one hour of compensation. Completion of the orientation sessions is required.

3. Working

3.a Schedules

Schedules are determined between the immediate supervisor and the student employee. Flexible scheduling is offered to student employees to accommodate their academic success. Any abuses of flexible scheduling may be discussed with the student employee.

3.b Attendance

The University requires regular attendance and punctuality. Prior notification of an absence shall be communicated to supervisors. If prior notification is not feasible, communication shall be made as soon as possible. Excessive absences or tardiness may result in termination.

3.c Breaks

Students shall have a meal break if they are scheduled for an increment of eight hours or greater. Any other breaks shall be discussed with the supervisor. No breaks shall be paid.

3.d Dress Code

Attire shall be discussed with the supervisor. The University requests that students dress appropriately for their position.

3.e Workers' Compensation

Student employees are covered by Missouri Workers' Compensation insurance. An injury or illness sustained on the job that is job related must be reported immediately and completed forms must be sent to the Office of Human Resources Management. Contact the Office of Human Resources Management for reporting procedures. The University Wellness Center does not see patients for worker's compensation related injury or illness.

3.f Transportation

Student employees may drive University vehicles within the Maryville city limits and to field study sites and University property within Nodaway County. The job duty of driving a vehicle shall be printed in the job description. Student employees expected to drive a vehicle during their employment shall have a valid driver's license and shall complete a Motor Vehicle Report with Environmental Services prior to driving a vehicle. Students expected to operate a 15-passenger vehicle shall complete a training session with the Campus Safety Department prior to driving the vehicle.

4. Work Habits and Attitudes

4.a 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.

4.b Confidentiality Statement

Students shall sign a confidentiality statement with the Office of Human Resources Management within the first three days of employment.

4.c 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.

5. Payroll

The Payroll Office receives records of time worked by each employee and ensures proper payment in accordance with Northwest, Internal Revenue Service, and federal work-study policies and laws. Failure by supervisors or student employees to follow proper procedures may result in untimely payment to students and places Northwest in jeopardy in the event of an external audit. The following procedures are established to pay student employees as they expect and to protect Northwest from potential penalties.

5.a Time Sheet Guidelines for Students

- Obtain pink timesheets from supervisors the first day of employment.
- Complete all personal data - name, student id number, etc.
- Record and add work times accurately. Use the *Tenth of Hour chart* for partial hours.
- Sign and present time sheets to supervisors by the last working day of each month.

5.b Time Sheet Guidelines for Supervisors

- Students shall receive a time sheet on or before the first day of employment.
- If a student works during a dismissed class, indicate that the class was dismissed on the time sheet and initial it.
- If a student works on a University holiday, initial the date as an indication that the work was authorized.
- Review the time sheet, initial any changes and sign. Review that each timesheet is signed by the student and the supervisor, verify dates entered correspond to the day of the week, and confirm calculations are correct.
- Submit student time sheets along with the white time sheet cover to the Student Payroll Office no later than the second working day of the new payroll period.

5.c 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>. 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 Student Payroll Supervisor for information.
- International Students from a country that does not have a tax treaty shall claim zero exemptions/allowances on the W-4 form.

5.d 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/tax/business/withhold/forms/2009/mow4f.pdf>. All students, regardless of residency, shall complete a Missouri W-4. The guidelines stated in 5.c apply to the Missouri W-4.

5.e 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.

5.f Frequency

Students are paid once per month following the month work was performed.

5.g Pay Date

See Northwest’s Student Handbook and Daily Planner for a published list of pay dates. Student pay dates are also located at <http://www.nwmissouri.edu/hr/student/paydates.htm>.

5.h Paychecks

Paychecks may be picked up at the Student Services Center in the Administration Building upon presentation of identification. Students may leave a self addressed stamped envelope at the Student Services Center when unavailable to pick up the paycheck. Students may also sign up for direct deposit by reporting to the Payroll Office.

6. National Student Employment Week

6.a 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.

6.b 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.

7. Ending Employment

7.a Nature of Employment

Student Employment is not governed by a written contract nor a labor union and is therefore an at-will agreement. Students may choose to transfer to another department or resign at any time for any reason and supervisors may choose to end the employment of student employees at any time for any reason.

7.b Serious Misconduct

Serious misconduct shall result in immediate termination by the supervisor. Other disciplinary actions may be pursued depending upon the nature of the event. Serious misconduct shall include, but is not limited to, any of the following.

- 1) Theft of University property, theft of University personnel property or theft of the property of a University guest on University grounds;
- 2) Immoral or illegal conduct;
- 3) Physical fighting with any other person;
- 4) Refusal to follow instructions of the supervisor or general insubordination;
- 5) Willful destruction of property, equipment or materials;
- 6) Reporting to work under the influence of alcohol and/or narcotics or the consumption of these products;
- 7) Any action which endangers the safety of any person, including the safety of the employee;
- 8) Knowingly falsifying University records; or
- 9) Infraction of any University policy, procedure or regulation.

Student employees and supervisors shall refer to Northwest's Student Planner/Student Handbook for details on policies and procedures for nondiscrimination and expected behavioral conduct in reference to sections 8, 9, 10 and 11.

8. Sexual Harassment

9. Consensual Amorous Relationships

10. Americans with Disabilities Act

11. Alcohol and Drug Policy

12. NCAA Regulations

Contact the Athletics Department for information regarding the employment of a student-athlete.