



SOUTHEAST MISSOURI  
STATE UNIVERSITY · 1873

***Student Employment***  
***Handbook***

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## **Contact Information**

Student employment is housed in Human Resources. Questions related to student employment can be addressed to Patsy Seabaugh at [pjseabaugh@semo.edu](mailto:pjseabaugh@semo.edu) or (573) 651-2319. If you wish to visit us, our office is located in Academic Hall, Room 012 and any mail should be sent to MS 3150.

Career Services handles all postings of vacant positions. This office is located on the first floor of Academic Hall, Room 057. You can contact Career Services at (573) 651-2583.

## **Types of Student Employment**

There are two types of student employment at Southeast: Federal Work Study and Regular Institutional Work. Federal Work Study (FWS) is a federally funded program established to provide jobs for students who have financial need as demonstrated by their completion of a Free Application for Federal Student Aid (FAFSA). Students may be limited in earnings for this program. Two benefits of Federal Work Study are: 1) when completing the FAFSA, for the next academic school year, students can exclude their FWS earnings thus reducing their expected student contribution. 2) Departments do not pay the full salary, from their budgets, for Federal Work Study students. Regular Institutional Work is funded through the University and funds are allocated by University administration or grants, not Student Financial Services.

## **General Eligibility Requirements**

To be eligible to participate in the student employment programs at Southeast Missouri State University, students must be enrolled in a degree-seeking program and must be enrolled in a minimum number of hours. Special, high school, provisionally admitted students, and students enrolled in the Intensive English Program are not eligible to work on campus.

- Citizens= 6 hours
- International Undergraduate= 12 hours
- International Graduate= 9 hours
- International Graduate Assistant= 6 hours

Any international exceptions must have a waiver from the International office. Any citizen exceptions must be graduating for the semester and have all required paperwork on file with the registrar's office.

Students who graduate at the end of a semester are eligible to work until the commencement ceremony unless they are enrolled at least half time for the next semester. This includes all semesters of enrollment. Students who drop below enrollment requirements at any point during the fall and spring semester lose their work eligibility. Supervisors will be notified, that the student must cease employment, by the end of the existing pay period in which the notice is received. Students receiving Federal Work Study funds will be converted to regular employment as of the date of withdrawal until the termination effective date.

## **Summer Eligibility Requirements**

- Students are eligible to work during summer semester if they were either enrolled for six (6) for more credit hours in the spring semester **OR** will be enrolled in six (6) hours or more in the fall **OR** if they are enrolled in six (6) hours or more during the summer. High school seniors will need to be enrolled for the fall semester before employment can begin.
- Students who graduate in the spring semester are not eligible for summer student employment unless they are enrolled in summer courses or enrolled at least half time in fall courses.
- Students who graduate in the summer semester are eligible to work until commencement.
- During the summer, Christmas break, and spring break, a student may work a maximum of 40 hours per week.
- During any period in which there is a 5 week break in enrollment and you are enrolled less than half-time, FICA/Medicare taxes will be withheld from student earnings.

## **Multiple Jobs**

Students may have more than one job on campus as long as the total number of hours worked does not exceed 20 hours per week. Student employees may not work more than five jobs concurrently in any one semester.

## **Family Member Employment**

Student employees may not be under the direct supervision of a member of their immediate family.

## **Job Description**

JOB TITLE: Student Worker

Number of hours per week: 1-20

EXAMPLE: DESCRIPTION OF DUTIES (GENERAL):

*(Duties may include but are not limited to - departments may have their own individual requirements)*

- Answering departmental telephones
- Filing departmental forms
- Preparing departmental correspondence
- Data entry into University software programs
- Scanning and indexing departmental documents
- Perform scheduled pick up and deliveries
- Provide clerical assistance to department
- Greet departmental visitors
- Attend university sponsored events per department requirements
- Monitoring labs and students
- Overseeing and assisting other departmental staff
- Updating and maintaining departmental web and marketing information
- Grading student submitted work
- Distribute departmental mail
- Provide tutorial help

EXAMPLE: DESCRIPTION OF DUTIES (DEPARTMENT SPECIFIC):

*(Duties may include but are not limited to - departments may have their own individual requirements)*

- Create/design and layout of graphics
- Coordinating all photography and darkroom activities
- Modeling
- Care of cattle and farm equipment
- Daily upkeep of farm including cutting, raking, and baling hay
- Collection and maintaining of lab specimen(s)
- Assemble and maintain laboratory equipment
- Watering, potting, replanting, and upkeep of plants in greenhouse setting
- Assist Nurse Practitioners with patients obtaining vital signs
- Custodial duties as assigned by supervisor
- Ordering and maintaining materials for the various collections in the library
- On air announcing and music previewing

- Maintaining and trouble-shooting all video and production equipment
- Accompaniment for music/theatre productions
- Gather information from campus community for reporting
- Issue equipment and accept rental fees
- Concessions opening, sales and closing

#### EXAMPLE: SKILLS/QUALIFICATIONS

- Basic computer skills
- Excellent telephone skills
- Good written communication skills
- Valid driver's license
- Ability to manage time well
- Friendly/courteous
- Detail oriented

#### EXPERIENCE

- No experience is required in most positions (on-the-job-training)
- Department specific requirements may require:
  - Knowledge in specific department (i.e. Chemistry, Biology)
  - Specific computer related skills (i.e. hardware)
  - CPR and First Aid certification

### **Graduate Assistants**

Graduate Assistants cannot work as a student worker during fall and spring semesters. Summer employment is allowed as a student worker, if not working as a Graduate Assistant.

### **Posting a Position**

Career Services assists departments in listing position openings. Students that are being rehired in a department may do so without going through Career Services, but all other departments must post their position openings through this office. Please contact Career Services for more information at (573) 651-2853.

## **Finding a Job**

To search for a job visit: Redhawkjobs.com. Campus and other local part-time jobs can be found on their website.

## **Required Paperwork for New Student Employees**

When hired for a new position, hiring supervision will print New Hire Packet and assist you with completing New Hire forms. The New Hire Packet can be found at:

<https://semo.edu/hr/employment.html>

## **Required Paperwork for Continuing Student Employees**

Work referrals will not expire. Supervisors are responsible for notifying Human Resources when a student is terminated, including graduation. If a student is not employed during the summer semester but plans on returning in the fall, they will still be considered an active employee and will not need to be terminated.

## **Payroll Processing and Deadlines**

Payroll is not processed for students who do not have a current Student Employment Work Referral and/or any of the required forms on file with Human Resources by 5:00 PM the Friday before the end of the pay period. It is the responsibility of the supervisor and/or the person designated by the department of hire to enter payroll information by submitting an Earning Request Form, for retroactive pay, for students who were unable to be processed due to missing or incomplete documentation on the previous time reports. The Earning Request Form should include the dates and times that the student worked.

## **Pay Rates**

All student employees must be paid at least the prevailing minimum wage. As of January 1, 2018, minimum wage is \$7.85. All departments set pay rates based on the parameters of the job. Raises are at the discretion of the department and supervisor.

Any position paying over \$10.27/hour must fill out a Wage Rate Justification Form and submit it through the proper channels of their department. This wage rate cap will be evaluated January 1 each year and will be increased proportionate to the minimum wage rate increase.

## **Timesheets**

Students keep track of hours worked each day on student timesheets located in the portal. Supervisors must approve all timesheets before they are processed. The Tuesday after the pay period ends @ 12:00 noon is the general deadline. Please note that the deadlines are subject to change based on the Human Resources calendar.

## **Maximum Hours**

Student employees are students first and employees second. Therefore, they are limited to a maximum of 20 hours per week while classes are in session. Students may not work during scheduled class times. This includes any week that a student has classes, regardless if there are only one or two days in the school week. During winter break, spring break, and summer semester, student may work a maximum of 40 hours per week. These maximums apply to all students regardless of the number of jobs on campus.

Students who are Federal Work Study eligible will have limited eligibility on the Federal Work Study Program. Federal Work Study maximums are governed by several factors: a) the total amount of our allocated funds, b) the individual student's eligibility, and c) the amount of other types of aid a student receives. Thus, students may have large amounts of eligibility at time of hire that may be reduced based on receipt of other types of aid to the student.

When students, on the Federal Work Study program, have earned within \$500 of their maximum allowable work award, an e-mail will be sent to the student and the supervisor. Please pay attention to the dates in the e-mail sent. Oftentimes the e-mails are a pay period behind. The supervisor and student will need to decide on an appropriate course of action. This may include reducing the student's hours, termination, or converting the students' hours to regular work. Once the student runs out of Federal Work Study funds, their employment will be automatically converted to regular employment. If the department does not wish to continue employing this individual because of this change, they must contact Human Resources.

## **Overtime Pay**

Student employees should never be scheduled in excess of 40 hours per week. However, there are emergency situations where a student may be required to work overtime. In these rare circumstances, a student employee who works overtime (beyond 40 hours per week) must be paid overtime pay.



## **Paycheck Disbursement**

Students are paid on a bi-weekly basis. Students should note that it could take up to four (4) weeks before they receive their first paycheck depending on their initial date of hire. Paychecks are distributed to the department indicated on the Student Employment Work Referral.

Check locations are important even if a student has direct deposit, as check location is used for W-2 processing. A student can change their check location at any time by sending an e-mail to Human Resources with the new check location. This may take one pay cycle for this change to be effective.

One check will be issued regardless of how many jobs a student may have. If the department does not receive the check, the department should contact Human Resources to see if the check was routed to a different department.

Supervisors can also check PEAEMPL to determine what department the check was issued to. Students who want their check mailed should provide a self-addressed stamped envelope to the supervisor with instructions.

Students who want their paycheck deposited to their bank account may request this by completing the Direct Deposit form at: [https://semo.edu/pdf/Direct\\_Deposit\\_Authorization.pdf](https://semo.edu/pdf/Direct_Deposit_Authorization.pdf)

## **W-2 Forms**

Human Resources will issue W-2 forms by the end of January each year. Any questions concerning W-2's should be directed toward Human Resources at (573) 651-2206.

## **Possible Reason for Not Receiving a Check**

- The student failed to complete a Student Employment Work Referral. A new Student Employment Work Referral is required for each new position at the university. It is the responsibility of the hiring supervisor to ensure that the student employee completes the Student Employment Work Referral and corresponding documents and that it is received by Human Resources by the appropriate deadline
- The Student Employment Work Referral or New Hire forms were not received in time to be processed before the bi-weekly cutoff date. If the Student Employment Work Referral was late, the supervisor will need to submit and Earnings Request Form
- Time was not entered by the student or the supervisor failed to approve the student's time

## **Benefits**

- Unemployment benefits are not accrued as a result of student employment
- Students are not eligible for sick leave, vacation, or holiday pay

- Overtime is defined as work in excess of 40 hours per week. A student employee should never be scheduled for overtime work
- Students who are paid through Federal Work Study funds cannot be compensated on a salary, commission, or fee arrangement

## **Breaks**

Students working a consecutive four (4) hour period are entitled to a 15-minute break with pay. Students working a full eight (8) hour day should receive two 15-minute breaks with pay and not less than a 30-minute lunch break without pay. Paid breaks may not be taken at the beginning or end of a work period and are not cumulative. Breaks should be taken when they will not place an undue burden on the department. Under no circumstances should students be paid for lunch breaks.

## **Workmen's Compensation**

All injuries that occur on the job, no matter how minor, must be reported to the student's supervisor immediately. All job-related injuries should be reported to Human Resources. Paperwork must be completed before benefits can be reviewed. Contact Human Resources at (573) 651-2206.

## **Affirmative Action/Equal Employment Opportunity**

### **General Statement of Policy**

Southeast Missouri State University is committed to providing equal employment opportunity and to the principles of affirmative action. In accordance with this commitment, and in compliance with the requirements of applicable laws, it is the policy of the University to provide equal opportunity for all applicants and employees in its employment practices, including but not limited to, hiring and promotion, without regard to race, color, ethnicity, religion, national origin, sex, sexual orientation, gender identity, age, genetic information, disability, or protected veteran status.

The University believes that a diverse University community advances the academic purposes of the University and enhances the working and learning environment. In furtherance of its commitment to affirmative action, it is the policy of the University to engage in positive and constructive actions to recruit, admit, hire, promote and retain qualified women, minorities, persons with disabilities and protected veterans, in a good faith effort to meet and maintain its commitment to the goals of affirmative action and equal opportunity.

The Vice President for Finance & Administration shall be responsible for issuing and maintaining operating procedures to implement this policy.

Please direct equal employment opportunity inquiries to the Office of Institutional Equity and Diversity, Southeast Missouri State University, Academic Hall Room 010, One University Plaza MS3375, Cape Girardeau, MO 63701, (573) 651-2524.

## **Anti-Harassment**

### General Statement of Policy

Sexual harassment and other forms of discriminatory harassment are prohibited under University policy and may also violate state and federal antidiscrimination laws. The primary goals of this policy are to prevent discriminatory harassment, provide for prompt and appropriate remedial action to be taken to address and end such harassment when it occurs, and to prevent its recurrence. This policy is intended to be consistent with applicable federal and state laws including, but not limited to, Title IX of the 1972 Education Amendments, which prohibits discrimination based on sex/gender in the University's educational programs, activities and practices, and requires equal and fair treatment based on sex; and Title VII of the Civil Rights Act of 1964 and the Missouri Human Rights Act, which prohibit discrimination and discriminatory harassment in employment.

This policy prohibiting harassment applies to all members of the University community, and to discriminatory harassment based on any classification protected by this policy and applicable law, including race, ethnicity, religion, national origin, sex, sexual orientation, gender identity, age, genetic information, disability, or protected veteran status. Harassment of or by members of the University community based on any of these classifications is reprehensible and will not be tolerated by the University. It subverts the mission of the University and threatens the careers, educational experience, and well-being of students, faculty, and staff.

This policy also prohibits retaliation against anyone who asserts a claim of harassment, participates in a harassment investigation, or otherwise opposes unlawful harassment. The Vice President for Finance & Administration shall be responsible for maintaining operating procedures to implement this policy.

Refer to the Southeast Business Policy and Procedure Manual Classification Code 03-05 for specific guidance. Employees found in violation of the policy shall be subject to disciplinary action and/or termination. Students found in violation of this policy shall be subject to the campus judicial system with disciplinary action, suspension, or dismissal as remedies. All questions related to this policy should be directed to the Assistant to the President for Equity & Diversity.

## **Confidentiality**

Students who, in performing their on-campus job, have access to confidential information must complete the Confidentiality Form. This form outlines the responsibilities of students to not reveal any information they learn about other students, faculty, or staff in the course of their job.

Students who violate this policy may be dismissed from their job. This form should be kept by the immediate supervisor. The completion of this form is at the discretion of the immediate supervisor.

## **Absences**

Student employees should notify the supervisor no later than the beginning of the scheduled work period when they are unable to work. In the case of an extended absence, the anticipated duration should be reported to the supervisor as soon as possible. The supervisor is responsible for authorizing all absences.

## **Dress Code**

There is no dress code for student employees. However, in many instances students work with the public and should represent the department and University in a professional manner. Students should discuss how they should dress for work with their immediate supervisor.

## **Homework**

At no time should a student employee do homework or study for a test at work.

## **Grievance Procedures**

Minor disagreements between student employees and their employers should be worked out without resorting to the formal grievance procedures described below. However, these procedures must be followed if there is a serious problem associated with student employment.

Normal review requires students with employment problems to bring them to the attention of their immediate supervisor in order to seek mutually satisfactory solutions. When problems cannot be resolved in this manner, students should bring their grievances to Human Resources.

## **Termination**

While student on-campus employment is a learning experience for many, it is still a job and carries with it all the responsibilities of any job found off-campus. Students must maintain the proper attitude and behavior on the job and perform the required task in an acceptable manner.

Students who do not carry out their responsibilities after sufficient warning by the supervisor will be terminated from their job.

A report will be sent to supervisors once a semester indicating students that have been on their payroll for more than 6 months but have not been paid. It is the supervisor's responsibility to notify our office that these students have been terminated.

***Reasons for termination:***

1. Graduation
2. Failure to report to work
3. Failure to report to work at scheduled times
4. Poor attitude
5. Insubordination
6. Failure or inability to perform the tasks required
7. Falsification of time sheets
8. Theft or embezzlement
9. Destruction of University property
10. Threats of use of physical force
11. Any illegal activities conducted on university property including alcohol or drug use
12. Student communicates confidential job-related information to unauthorized persons

***Other reasons for termination:***

1. Student chooses to resign
2. Student drops below half-time enrollment
3. Student earns the maximum award authorized
4. Job is no longer necessary to department

***Process for termination:***

1. All previous counseling or warnings must be documented and signed by the supervisor and preferably by the student employee too
2. A Notice of Termination can be e-mailed to Human Resources. You will need to include the student's name, Southeast ID, organization number, position number, date of termination, and the reasons for termination.
3. If the reason for termination relates to items 7 through 12, the student's employment will be terminated and the student's supervisor has the option of reporting the student to the Office of Student Conduct. The Office of Student Conduct will determine, if any other disciplinary actions should be taken.

## **Student's Rights and Responsibilities**

- It is the student's responsibility to submit a signed Student Employment Work Referral and New Hire paperwork. Students may **NOT** begin work until Human Resources authorizes their work
- It is the student's responsibility to follow all instructions regarding the completion of a timesheet for each pay period

- The student is expected to arrive at work on time and work the hours scheduled. Further, the student should notify his or her supervisor as early as possible in the event that they will be unable to work
- The student has the right to expect adequate training that will allow him or her to function satisfactorily in the job
- The student was hired to complete work as assigned. The time a student is scheduled to work should not be used to study for a test or do homework
- The student is expected to always remember that confidentiality is of the utmost importance and to never share information that he or she has access to with anyone. Failure to follow this rule can result in immediate termination of employment.

## **Web Time Entry Student Employees**

1. Open Southeast Self-Service (Portal) using your Southeast Key
2. Click **Employee SS** or **Student Worker**
3. Click **Timesheet**
4. Select position you want to enter time for using radio button to the right of the position
5. Select timesheet period, from drop-down list
6. Click on **Enter Hours** under the date column you wish to report time worked
7. Type **Time In** and **Time Out** (in 15 minute intervals) and select **AM** or **PM**
- 8. SAVE**
9. When finished entering hours worked, click **Preview**, to verify time entries
10. Click **Comments** to leave a messages for your supervisor
11. Click **Submit**, enter verification information, and click **OK**.

## Confidentiality Agreement

As a student employee in \_\_\_\_\_, I understand that I will be working with sensitive and confidential information.

I understand that what I learn during my work about University faculty/staff/students and University business must remain confidential and is not to be discussed with anyone outside my immediate office setting.

I also understand that I cannot access confidential information, for any reason, other than what I have been asked to do by my supervisor.

I understand that the “Student’s Code of Conduct” applies to my conduct at work as well as everywhere on campus.

I understand that I am jeopardizing my employment and potentially subjecting the University to litigation for violation of the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), if I break the confidentiality of this office. If I violate any portion of the Code of Conduct, I will be held accountable by the University Judicial System.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



**WAGE RATE JUSTIFICATION MEMORANDUM**

**Date:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

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**PROPOSED RATE OF PAY:** \_\_\_\_\_ **EFFECTIVE DATE:** \_\_\_\_\_

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This memo is to justify paying the student referenced above in excess of \$10.27 per hour.

**1. Duties / Responsibilities**

**2. Qualifications / Experience / Education:**

**Comments:**

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I hereby authorized the above pay rate.

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Supervisor's Signature	Date	Dept. Head/Director or Dept. Chair	Date
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Dean or Administrative Director	Date	President/Vice President/Provost	Date
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