

MISSOURI SOUTHERN STATE UNIVERSITY POLICY	
Policy #:	02-0030
Name of Policy:	Student Employment Policy
Revision History	Last Revised: Initial Approval: Initial Effective Date:
Policy Owner	MSSU Student Employment
Policy/Chapter Sections	University Policy
Date of Next Review:	July 1, 2029

1.0 PURPOSE

Student Employment is a program designed to support and promote student retention. The university employs qualified students for various positions. The objective of this policy is to define student employment and to outline the conditions of employment. This policy establishes institutional standards, requirements, and procedures governing all student employment at Missouri Southern State University (MSSU). It ensures compliance with federal regulations, including Federal Work-Study (FWS) requirements, IRS guidelines, the Fair Labor Standards Act (FLSA), and MSSU internal policies. The policy provides clarity for departments, supervisors, and student employees to promote equitable, meaningful, and educational work experiences that support MSSU's mission.

2.0 SCOPE

This policy applies to all MSSU student employees, hiring departments, supervisors, and administrative units involved in student employment functions. It governs:

- Regular student employment
- Federal Work-Study (FWS) employment
- Graduate and undergraduate student employees
- International student employees
- Supervisors and departments employing student workers.

This is a university-level policy and supersedes unit-level student employment procedures. Unit-level guidelines may be more restrictive but may not conflict with this policy.

3.0 POLICY

University departments who utilize student employees will abide by the following procedures:

3.1 Definitions

- **Student Employee** – Students enrolled in a minimum number of credit hours (3.3) who hold employment in a student position within the university, either in a Federal Work-Study or an Institutional Employment position, designed to help students pay for the cost of their education and meet part-time, temporary or seasonal needs of the institution. Students may only be employed in Federal Work Study (FWS) or Student Help at any given time.
- **Federal Work-Study (FWS)** - A need-based, federally funded financial aid program to provide payment for work performed by students on campus or in the community. Positions are made reasonably available, to the extent of available Title IV funds, to all eligible students. Completion of the Free Application for Federal Student Aid (FAFSA) is required to determine eligibility for FWS.

- **Student Help** – An institutionally funded program to provide payment for work performed by students on campus, available to all students who meet eligibility requirements. Student help is not need-based.

3.2 Eligibility Requirements

- **3.2.1 Enrollment**
 - a) Undergraduate: Full-time (12+ credit hours fall/spring)
 - b) Graduate: Full-time (9+ credit hours fall/spring)
 - c) Summer: Minimum 3 summer credit hours or 12 credit hours for upcoming fall
- **3.2.2 Academic Standing**
 - a) Undergraduate
 - Maintain a minimum cumulative GPA of 2.0
 - b) Graduate
 - Maintain a minimum cumulative GPA of 3.0
- **3.2.3 Additional Requirements - International Student Employment**
 - a) Must possess appropriate visa (F-1 or J-1)
 - b) Must follow DHS and USCIS regulations
 - c) Must obtain SSN prior to beginning work
 - d) International students are not eligible for FWS

3.3 Employment Opportunity Recruitment

- a) All student employment opportunities must have a job description (see sample PDF linked below) which includes an outline of job responsibilities, reporting responsibilities, and qualifications including, but not limited to, enrollment status, academic status, GPA, and major.
- b) All student employment opportunities must be posted on the Student Employment applicant tracking portal for a minimum of three business days.

3.4 Candidate and Application Documentation and Tracking

- a) Each student employment position will require the applicant to complete an online employment application through the Student Employment applicant tracking portal. Information such as a resume, cover letter, and any additional required documentation may be included with the application as outlined in the job description.
- b) Individual departments that require specialized qualifications, background checks, or training may request permission to collect applications through other methods (such as paper applications) with approval from the Student Employment Coordinator.
- c) The Student Employment Coordinator will provide application packets, including all applicant information and documentation such as resumes/cover letters on a regular basis to respective hiring managers.

3.5 Hiring

- a) Department personnel responsible for hiring must interview at least one more candidate than number of positions, when possible.
 - For example, if there are two student employment openings within a department, attempt to interview at least three candidates.
- b) The hiring supervisor may conduct interviews individually or form a committee to assist in the screening and interviewing process or ask the Student Employment Coordinator for assistance.
 - At the conclusion of the interview process, a determination is made regarding the individual who is best qualified to fill the vacant student employment position.
 - An offer of employment may then be extended to the selected candidate. *****NOTE*****
Candidates are not eligible to work upon offer acceptance, students must meet with Student Employment prior to their start date. See Onboarding Process below for more details.

3.6 Onboarding Process

- **3.6.1 Hiring Department Responsibilities**

- a) Confirm Federal Work-Study eligibility if applicable. The Student Employment Coordinator or The Financial Aid Office will be able to help with this information.
- b) Submit the Student Employment Request/Change Form immediately after offer is accepted.
- **3.6.2 The Student Employment Coordinator Responsibilities**
 - a) The Student Employment Coordinator contacts the candidate to request a Student Employment Onboarding Meeting.
 - b) During the Student Employment Onboarding Meeting the Student Employment Coordinator reviews and assists the student with completing required paperwork and employment documents.
 - c) Upon completion of the Student Employment Onboarding Meeting, the student employee is eligible to begin work within the respective department.

3.7 Budgetary Management and Stewardship

- a) Student Help: Each University department is responsible for monitoring and managing university funds within their Student Help Account. Budgets may not be exceeded without President's Cabinet member written approval.
- b) Federal Work Study (FWS): Federal Work Study awards are based upon a student's individual financial need, and thus individual award amounts vary. Department managers are responsible for monitoring and managing Federal Work Study Award amounts alongside total hours worked.
 - 1) If a department is employing an FWS student, and that department does not have Student Help funds allocated to their budget, the student may not work any hours exceeding their awarded FWS amount for that term or academic year.
 - 2) Due to the nature of FWS dollars being awarded to students based upon financial need, schedule and hours need to be agreed upon between the student and the department in order to best financially provide for the student throughout the academic term.
 - For example, if a student elects to only work 10 hours per week in order to distribute award funds throughout the entirety of the semester or academic year, the department is responsible for upholding this schedule.

3.8 Work Hours, Work Modality, and Multiple Positions

- **3.8.1 Work Hours**
 - a) Academic Year (Fall/Spring): Maximum 20 hours per week combined across all campus jobs.
 - b) Summer and Breaks: Up to 29 hours per week when classes are not in session.
 - c) Overtime: Student employees may not be scheduled for or paid overtime
 - d) Class Periods: Students may not work during a scheduled class time
- **3.8.2 Telework**
 - a) Student employees are not permitted to work remotely. Exceptions require:
 - 1) Written approval from the supervising President's Cabinet member
 - 2) Notification to Student Employment and Human Resources

3.9 Payroll and Compensation

- a) Standard pay rate is Missouri minimum wage.
- b) No paid holidays, vacation, or sick leave
- c) FICA taxes are not withheld
 - 1) Exception: If a student employee is enrolled in less than 3 hours during the summer session, FICA taxes (Social Security and Medicare) of 7.65% will be withheld from the student's paycheck each month.
 - 2) The department in which the student works will be required to pay the matching FICA taxes; these are automatically withdrawn from the departmental budget as student payroll is processed.
- d) Student Employment Managers are responsible for logging into Web Time Entry to approve timesheet submissions in a timely manner based upon MSSU Human Resources payroll processes and timeframes

3.10 Conduct, Expectations, and Evaluation

- a) Departments are encouraged to provide:

- 1) Written evaluations each semester
- 2) Developmental feedback
- 3) Documentation on performance issues
- b) Conduct & Expectations
 - 1) Students must adhere to:
 - Supervisors' work schedules
 - MSSU conduct expectations per Student Handbook
 - Confidentiality and FERPA requirements
 - Violations may result in disciplinary action, including termination.
 - See Student Employee Process Guide linked below in Chapter 5.0

3.11 Termination Procedures

- a) When a student will no longer be working in a department, the department supervisor must complete a Student Employment Termination Form for any of the following reasons:
 - 1) Voluntary resignation
 - 2) Graduation - Graduating seniors' last day of work is the last day of final exams.
 - 3) Non-enrollment
 - 4) Performance-related termination

3.12 On-the Job Injuries

- a) All workplace injuries must be reported immediately to the supervisor and Human Resources. Required accident forms must be submitted within 24 hours.

3.13 Complaint Procedures

- a) Student employees who believe they have a legitimate complaint may follow the procedure outlined below to seek resolution.
 - 1) Step 1: Discussion with Immediate Supervisor:

Student employees are encouraged to discuss the complaint with their immediate supervisor as the first step in the resolution process when appropriate. The goal of this step is informal resolution, as many concerns or misunderstandings can be addressed at this level.

Student employees should bring forward concerns in a timely manner to allow for prompt resolution. This step is optional if the student employee is uncomfortable or if the complaint involves the immediate supervisor.
 - 2) Step 2: Written Complaint to the Office of Student Employment:

If the complaint is not resolved to the satisfaction of the student employee after discussion with the immediate supervisor, or if the student employee chooses not to address the issue directly with the supervisor, the student employee may submit a written complaint to the Office of Student Employment.

The written complaint must:

 - Include a complete statement of the concern and the facts upon which it is based
 - Be signed and dated by the student employee or submitted via university email
 - Identify the Student Employee Complaint Process as the basis for submission

The Office of Student Employment will review the complaint and may consult with the supervisor, department leadership, or other relevant administrators as appropriate. The Office of Student Employment will take action it deems appropriate and communicate the outcome or next steps to the student employee.
 - 3) Step 3: Referral or Escalation:

If the complaint is not resolved through the involvement of the Office of Student Employment, or if the nature of the complaint requires additional review, the matter may be referred to Human Resources or another appropriate University office.

When potential corrective action, discipline, or adverse employment action is considered, the Office of Student Employment will coordinate with Human Resources and relevant department leadership prior to any action being taken.

b) Confidentiality and Non-Retaliation

The University will maintain confidentiality to the extent permitted by law and policy. Information will be shared only with individuals who have a legitimate need to know.

Retaliation against a student employee for raising a concern, submitting a complaint, or participating in the complaint process is strictly prohibited. Any suspected retaliation should be reported immediately to the Office of Student Employment.

c) Final Determination

This process is intended to provide student employees with a forum to raise employment related concerns and ensure they are reviewed appropriately. It is not designed to guarantee a particular outcome. The determination made at the conclusion of this process is final and binding, and there is no right to appeal.

4.0 HISTORY

Established: 2026 (based on MSSU Student Employment Handbook, the Federal Student Aid (FSA) Handbook, Equal Employment Opportunity Commission Standards (EEOC), Fair Labor Standards Act (FLSA), and National Student Employment Association (NACE) Standards)

Revisions: As needed. This policy may be revised, edited, or rescinded at any time without prior notice.

Next Scheduled Review: 2028

5.0 RELATED DOCUMENTS

MSSU Student Employment Handbook - [MSSU Student Employment Handbook](#)

Federal Student Aid (FSA) Handbook - [Federal Student Aid Handbook](#)

MSSU Hiring Forms and Resources – (working with IT to develop a repository)

MSSU Human Resources Policies - [MSSU Office Of Human Resources](#)

U.S. Department of Education: Federal Work-Study Regulations - [Federal Student Aid Handbook - Federal Work Study](#)

DHS/USCIS Employment Eligibility (I-9) Requirements - [U.S. Citizenship and Immigration Services: Form I-9 Acceptable Documents](#)

