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OPERATING PROCEDURES

1. Employment of Relatives

Employees and their immediate family members may not be assigned to positions in which one family member will have direct administrative or supervisory responsibility for the other or would be in a position to influence the terms or conditions of the other person's employment. See University business policy and operating procedures 01-07 for more guidance and requirements regarding employment of relatives.

2. Outside Employment


Full-time (benefit-eligible) employees shall obtain written approval and consent of their division executive prior to accepting outside compensated employment which overlaps with the University's teaching, research, or service missions. See University business policy and operating procedures 01-07 for more guidance and requirements regarding outside employment.

3. Rest Periods

University policy provides for not more than two break periods of 15 minutes each during the day for a full-time employee. The number of breaks will depend on the nature and scheduling of the work being done. In some instances, it is not possible to provide more than one break in an eight-hour day. Break periods are to be taken at a time approved by the supervisor.

4. Obligations to University

- a. Active accounts belong to current employees.
- b. The employee will have three months from the statement date when a charge is billed to appeal the charge to the appropriate department if they believe it is incorrect. After three months, the charge(s) remain permanent and must be paid within 30 days.
- c. If the charge is not paid within four months from the statement date the employee may lose the benefit of service(s), including, but not limited to: Library, SE Bookstore, Recreation Center, Child Care Centers, Parking Services, etc. This will require computer enhancements for some areas.
- d. The employee will receive a monthly late charge each month their account is delinquent. This fee is approved by the Board of Governors as Other Common Fees (not all-inclusive).
- e. After six months from the statement date, employees with a signed financial obligation form on file will have the total charges withheld from payroll. If a signed financial obligation form is not on file, additional collection procedures will begin. These procedures will include a warning letter mailed to the employee's home. This letter will state that payment must be made within 30 days or the account will be referred to an outside collection agency and subject to credit bureau reporting.

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5. Political Activity by Employees

University employees may engage in lawful political activities of organizations of political parties qualified to place candidates on the ballot in accordance with Missouri Statutes or of political parties seeking such qualification; nonpartisan or bipartisan groups seeking the election of candidates to public office; nonpartisan or bipartisan groups seeking the approval or disapproval of issues which are or may be submitted to the voters for approval; and individual candidates seeking public office, including candidates for membership of any political committee established by Chapter 115 of the Revised Statutes of Missouri. Such activity, like any other personal, nonofficial undertaking, must be done on the individual's own time and should not interfere with university duties.

a. Political Contributions

Employees may contribute funds or expend funds on behalf of the above parties, groups, candidates or issues, subject only to state and federal laws which regulate political contributions.

b. Public Office

Before filing a statement of committee organization for one's own candidacy, filing for elective office, or accepting any elective office, an employee must inform his/her superior officer of such intention and such officer must make the fact known to the President through appropriate channels. Any political activities must be conducted on the individual's own time and shall not interfere with university duties.


The holding of any elective full-time public office in local, county, state or federal governmental entity is forbidden while the person is employed by the University. Examples of full-time public office include the Missouri General Assembly, the executive branch of county/state/federal government, the legislative branch of state or federal government, a full-time state or federal agency position, or the County Commission. Before accepting such an office, the employee is required to resign his/her university post.

Employees seeking election to a part-time public office should do so only if the required time and attention does not interfere with their university duties. Examples of part-time public office include city council, school board, and other elected boards, committees, or commissions.

6. Moving Allowances

Payment of a moving allowance is allowable only when it's a component of the written offer of employment to the qualified applicant (the employee) and accepted by the employee in connection with the employment at the university.

All moving allowances are paid for by the hiring department. The full moving allowance will be paid directly to the employee in their first regular pay cycle. The hiring department will be responsible for paying

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Social Security and Medicare taxes on the full moving allowance. The employee will be responsible for paying all appropriate federal and state taxes (federal, state, Social Security, Medicare).

If the employee resigns from the University or is terminated for cause on or before one-year of service, the employee will be required to repay the entire moving allowance provided. For faculty appointed on an academic year basis, one year is defined as two concurrent regular academic sessions equal to nine months of employment. For staff assigned to less than a twelve-month contract, one year is defined as the term on their employment contract.

Moving allowances/expenses are not eligible to be paid directly by the University Foundation. University department accounts may be reimbursed by a University Foundation account for previously paid expenses.


7. Flexible Work

SEMO will consider hybrid work options among its staff. Hybrid work requires a defined number of days per week working onsite and a defined number of days offsite. Other flexible work arrangements, such as fully remote with occasional requirements to work onsite or a flex schedule with different shifts, will also be considered on a limited, case-by-case basis. Any flexible work arrangements will be consistent with departmental working hours and will ensure appropriate coverage, requiring clear communication strategies to indicate in-person and virtual availability.

a) Eligibility

The nature of the role as well as customer expectations will dictate eligibility for flexible work arrangements. A review of the individuals' suitability for a flexible work arrangement must occur to assess the individual's potential for on-the-job success. Consideration should be given to:

- The employee's suitability for such an arrangement
- Overall job performance, including whether the employee is able to successfully:
 - Manage work responsibilities by planning ahead.
 - Manage work responsibilities by prioritizing what is important.
 - Regularly meet deadlines.
 - Problem solve and resolve issues independently.
 - Focus and be productive when working.
 - Communicate well with supervisors and keep them informed.
 - Be a team player.
 - Communicate well with coworkers and keep them informed.
 - Be prepared to meet the level of availability and responsiveness required to meet the University's needs.
 - Understand how their work requirements contribute to the University's success.
 - Understand the results they are responsible for.
- Job responsibilities and whether those responsibilities are conducive to the requested arrangement.
- Impact on the office's customer service delivery requirements.

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- Home domicile for payroll tax withholding purposes.

Employees seeking flexible work arrangements involving performing work offsite must have sufficient and secure internet capabilities and will remain responsible for the cost of internet services. Additionally, there will be a probationary period of three (3) months for existing SEMO employees and six (6) months for new employees to align with the current SEMO probationary policy, as well as an annual and mid-year review to align with the performance management cycle.

b) Working Out-of-State

For certain types of ongoing, flexible work arrangements, there are a limited number of identified states that employees will be allowed to work from due to tax withholding requirements and other reasons. The current identified states in which employees are allowed to work are MO, IL, IA, KS, AR, KY, TN, and FL. Should an employee with an approved flexible work arrangement move, resulting in a home domicile change (city and state), the employee must notify the University as soon as feasible. For employees who will be working remotely on a short-term, temporary basis, if the duration is two (2) or more weeks, the employee is required to seek the appropriate approvals. Flexible work arrangements involving work performed in foreign countries will not be permitted at this time.

c) Application Procedure

Employees requesting flexible work arrangements should submit a request through the established workflow for review by their supervisor, HR, IT and division executive.

d) Hours of Flexible Work and Availability


Employees shall work normally scheduled hours. During normally scheduled hours, employees must communicate any unavailability to their manager or supervisor.

University leave policies will apply equally to employees including reporting of illness.

During normally scheduled hours, employees must keep his/her/their availability on his/her/their university email and calendar up to date with “out of office” events to indicate any work-related unavailability.

Effective communication is essential for flexible work arrangements to be successful. Employees will be available by phone, email, or other electronic methods (i.e., Microsoft Teams, etc.), during scheduled work hours. Online meeting and chat features are a reliable means of communication and may substitute for actual attendance at some meetings.

Employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using the University’s time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the

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employee’s supervisor. Failure to comply with this requirement may result in immediate termination of the flexible work agreement, discipline, and/or termination of employment. Should the University encounter an unexpected closure (i.e., weather-related event), the employee should not work at the offsite location/site unless supervisor’s written approval is received in advance, or prior to any work performed at the offsite workplace.

The flexible work agreement will be reassessed and reviewed by the employees’ manager or supervisor periodically in alignment with the mid-year and annual review cycle.

This procedure is not considered an accommodation under an ADA accommodation request. Those requests are independent of this procedure unless expressly designated under the accommodation application and approval process.

e) Equipment

Provision of additional equipment (e.g., laptop, telephone, monitors) to support flexible work will be at the discretion of the University, which reserves the right to make determinations as to equipment needed or the adequacy of equipment, subject to change at any time. The Information Technology department will serve as a resource in this matter. Providing equipment may require advanced notice to order equipment of at least three weeks, sometimes longer. Equipment supplied by the University will be maintained by the University. University supplied equipment needing troubleshooting/repair that cannot be accomplished with online assistance tools is to be returned to campus. Equipment supplied by the employee, if deemed appropriate by the University, will be maintained by the employee. The University accepts no responsibility for damage or repairs to employee-owned equipment.

Equipment supplied by the University is to be used for business purposes only. The worker must sign an inventory of all University property received and agree to take appropriate action to protect the items from damage or theft. The employee agrees to report to their manager or supervisor any instances of loss, damage, or unauthorized access at the earliest reasonable opportunity.


Upon termination of employment, all University property will be returned to the University, unless other arrangements have been made.

f) Security

Employees will be expected to ensure the protection of proprietary or confidential University, employee, and student/customer information accessible from their offsite office.

g) Safety

Employees are expected to maintain their offsite workspace in a safe manner, free from safety hazards. The University will provide each employee with a safety checklist that must be completed at least twice per year. Office set up, workplace ergonomics, and internet speed are subject to the University’s inspection prior to the beginning of the arrangement’s begin date. Employees are responsible for notifying the employer of any

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workplace injuries as soon as practicable. The employee is always liable for any injuries sustained by visitors to his or her offsite worksite.

h) Mileage

Please reference the university’s business policy and procedures manual chapter 7 Travel for guidelines regarding eligible expenses for mileage reimbursements.