
 SOUTHEAST MISSOURI STATE UNIVERSITY · 1873	BUSINESS POLICY AND PROCEDURE MANUAL	Date Issued: 09/90	Revision Date: 12/07 07/18 08/19	Page: 1 of 1
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		Section: PERSONNEL		
		Subject: OTHER EMPLOYMENT PRACTICES		

GENERAL STATEMENT OF POLICY

The University recognizes the need to address employment practices that may not be in direct relation to the employee's position. To that end, supervisors and University leadership will assure appropriate supervisory reporting structures for employment of relatives. Employees are expected to report outside employment activity as well as the engagement in lawful political activity including candidacy for membership of committee or elective office.

Additionally, and upon commencement of employment, moving allowances as designated and approved via the employee's employment contract are paid subject to applicable tax withholdings. The University allows employees to cash personal checks and observe rest periods per guidelines set forth in the operating procedures. Employee charges on University account must be paid timely.

The Director of Human Resources shall be responsible for issuing and maintain operating procedures to implement this policy.

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OPERATING PROCEDURES

1. Employment of Relatives –

The University does not prohibit the employment of members of the same family. However, no person shall be employed, promoted, or transferred to a department where they would be immediate supervisor of or receive direct supervision from a:

- A. Spouse;
- B. Child, including in-laws and step or half-grandparent;
- C. Grandchild, including in-laws and step or half-grandparent;
- D. Brother, including in-laws and step or half;
- E. Sister, including in-laws and step or half; and
- F. Any other relative residing in the same household as the employee.

2. Outside Employment –

Any outside employment for remuneration must be reported in writing to the employee's supervisor. Prior approval is not necessary.

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. Check Cashing –

Employees may cash personal checks in the amount of \$25.00 or less at the Cashier's Office. Two returned checks will result in a suspension of check cashing privileges.

5. Obligations to University –

Active Accounts and Current Charges

- 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.

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- 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 Regents as Other Common Fees (not all-inclusive).
- E. After six months from the statement date 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.

6. 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 120 RSMo. 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 full-time elective office, or accepting any full-time 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 President will offer no objection to the candidacy provided it does not require time or attention that should be given to University Duties.

- C. The holding of any elective full-time office in local, county, state or federal governmental entity is forbidden while the person is employed by the University. Some offices, for example the Missouri General Assembly or the County Commission, should be considered full-time due to time commitments throughout the year. Any employee seeking election to such a full-time office must resign or request an unpaid leave of absence as of the date of filing for the elective office. Before accepting such an office, the employee is required to resign his/her University post. The provisions of the University’s retirement and other benefit plans relating to leaves of absence shall apply.

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7. 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 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.