

# Missouri State

U N I V E R S I T Y

## University Council Meeting Tuesday, June 2, 2026

- 1. Introductory Announcements**
  - a. Welcome (Biff Williams)
  
- 2. Information**
  - a. June 11, 2026 Hot Rod Power Tour – Parking & Traffic Information (Rob Rowley)
  - b. BOG Update (Biff Williams)
  - c. Employee handbook updates (Biff Williams)
  - d. Legislative Update (Jamie Birch)
  
- 3. Wrap-Up** (Biff Williams)

## G7.02-3 Employment Policies and Procedures

### 3.7 Criminal background checks

Missouri State University conducts background checks as outlined in the [Criminal Background Check Policy Operational policy Chapter7/Op7\\_05\\_CriminalBackgroundCheck](#). Consideration will be given to the relationship between a conviction and the responsibilities of the position that is or will be held. A relevant job-related conviction is grounds for termination of employment or non-selection of an applicant. For positions that require operation of a motor vehicle, a conviction shall include misdemeanor traffic violations.

Employees must notify the office of human resources within five (5) days of an arrest for a felony, a misdemeanor (excluding traffic violations), or any drug, alcohol, or sex-related offense. Failure to report such conviction is grounds for disciplinary action up to and including termination of employment or non-selection of an applicant. Supervisors should notify the office of human resources immediately upon being informed of any such arrest.

### 3.16 Access and review of employee personnel records

The policy of the Office of Human Resources pertaining to access to records maintained in HR safeguards against improper disclosure and protects employees' rights to privacy. Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment, and records of hiring, firing, disciplining or promoting an employee of the university are and shall be considered closed records pursuant to §§ 610.021(3) and (13), R.S.Mo., except as provided in those sections or other law or specific action of the Board of Governors, including this policy.

~~The following persons shall have the right of access to review an employee's personnel file:~~

- ~~• The employee or former employee who is the subject of the file.~~
- ~~• An attorney or designee of the employee.~~
- ~~• Supervisory employees who are considering the employee for promotion, transfer, reassignment, demotion, dismissal or other personnel actions.~~
- ~~• A university attorney or other appropriate officer when needed in connection with any action brought by the employee against the university.~~
- ~~• Other persons acting in compliance with federal, state or local laws such as auditors, Office for Institutional Compliance investigators, etc., or in response to a lawfully issued subpoena or court order.~~

- ~~University supervisory or administrative personnel who can establish a justifiable need.~~

~~Exempt from employee or former employee access are letters of reference or recommendation, managerial records, and civil, criminal or grievance investigation records.~~

~~The file shall be reviewed in the Office of Human Resources in the presence of a member of the Office of Human Resources staff. Employees may take notes or make copies. If an Employee believes that an inaccurate performance evaluation has been rendered, a written response to the evaluation may be submitted as outlined in the Employee Handbook; G7.02.5.4. Refer to **Operational Policy 10.04.17 HR Personnel Files** for further details regarding access and review of employee personnel records.~~

### **3.19.1 Resignation/retirement**

Employees who are resigning or retiring should submit written notice to their supervisor and/or department at least two weeks prior to the last day of work. Resignations should include the reason for leaving the university and the employee's requested date of resignation (termination date). If any use of vacation is involved, it should also state the day the employee is last planning on being present at work. If the employee wishes to use vacation time just prior to the resignation date, the request to do so should also be included so that the supervisor may approve or deny the request for vacation. Notice of the resignation and the Personnel Action Form (PAF) should be submitted as soon as possible well before the effective date of separation. ~~For use of PAF's please refer to: **Dynamic Forms PAF Frequently Asked Questions and Help Guides - Human Resources - Missouri State** The date of resignation/termination should be listed in the "Effective Date" field and the last day present at work noted in "Last Actual Day Worked" field on the PAF.~~

G7.02-4 - Classification and Compensation

#### **4.4.3 Deductions from pay**

##### **4.4.3.1 Nonexempt employees**

Nonexempt employees are paid for actual hours worked each day within the university's workweek and any accrued leave benefits taken such as vacation, sick, compensatory time off or other available paid leave by accurately completing their time sheet. Nonexempt employees must record actual hours worked for each day on their time sheet, regardless of where or when the work was performed (including all work performed outside of regular working location and working hours).

The employee is required to use accrued leave under Missouri State University's vacation, sick leave and compensatory time policies while they are on an approved Family and Medical Leave Act (FMLA). If paid leave has been exhausted during FMLA leave, pay will be reduced by the hours that the employee is absent from work even if the absence is less than a full day.

## *G7.02-6 Benefits*

### **6.1 Insurance benefits**

All full-time regular employees are provided the following insurance benefits. (insurance benefits are not extended to part-time employees). The descriptive statement provided for each benefit is a summary statement. Detailed information on the various insurance coverages ~~are~~ is available on the Human Resources web page. Insurance and Cafeteria Plan claim forms are available and can be downloaded from the office of [human resources](#) web page.

#### **6.1.1 Medical benefits**

~~Full-time employees electing to be covered under the university's medical insurance plan will contribute a portion of the cost for their coverage. The amount of the contribution will be established annually. Employees may decline the university's medical coverage. Eligible employees electing coverage under the university's medical insurance plan contribute a portion of the premium cost, with rates established annually. Coverage for new employees becomes effective based on the eligibility rules and enrollment timelines outlined in the Medical Summary Plan Document. as specified in the *Medical Insurance* booklet.~~  
 Employees may cover their spouses, domestic partners and/or eligible children under the university's group medical plan. If dependent coverage is elected, the employee pays the monthly premium through payroll deduction except in leave cases where special arrangements may be made through human resources.

#### **6.1.2 Dental benefits**

~~The university pays the full cost for employee dental coverage. Employees may decline the university's dental insurance coverage. Eligible employees may elect coverage under the university's dental insurance plan. Employees may be required to contribute a portion of the premium cost, with rates established annually. Coverage for new employees becomes effective based on the eligibility rules and enrollment timelines outlined in the Dental Summary Plan Document. as specified in the *Dental Insurance* booklet.~~ Employees may

cover their spouses, domestic partners and/or eligible children under the university's group dental plan. If dependent coverage is elected, the employee pays the monthly premium through payroll deduction, except in cases of leave where special arrangements may be made through Human Resources.

### **6.1.3 Life Insurance benefits**

The university provides and pays for basic group term life insurance and accidental death and dismemberment (AD&D) insurance at no cost to eligible employees. Employees may elect to purchase additional supplemental term life insurance coverage (called supplemental life insurance) on for themselves, as well as dependent life insurance coverage on spouses, domestic partners and/or children. Enrollment in supplemental term life insurance is subject to carrier guidelines and approval, as outlined in the Life Insurance Summary Plan Document. The premiums for any additional coverage are paid by the employee through payroll deduction, except in cases of leave where special arrangements may be made through Human Resources.

### **6.1.4 Long-term care insurance**

~~Currently, the university does not offer Long-Term Care Insurance due to the university's provider stopping new enrollments. However, full-time regular employees and their spouses, parents and parents-in-law as well as retirees and their spouses, who obtained coverage under the previous provider will continue to be covered with Long-Term Care insurance as long as they continue to pay the premiums. Long-Term Care insurance provides coverage for a wide range of personal care, health care and social services for people of all ages who can no longer care for themselves due to chronic illness, long-lasting disability or the effects of aging. Most health care plans do not cover the costs associated with such care, and Medicare provides very limited coverage. The university's current Group Universal Life Insurance coverage has provisions that allow access to some of the life benefits if long-term care becomes necessary for the insured.~~

### **6.1.5 Long-term disability insurance**

The university provides Long-Term Disability (LTD) insurance at no cost to ~~the eligible~~ employees. LTD insurance ~~covers disabilities resulting from accidental bodily injury, illness or pregnancy, upon completion of an eligibility waiting period. Under this insurance coverage, employees who are disabled for either 180 days or the expiration of their accrued sick leave (whichever is greater) because of injury or illness (as defined in the Long-Term Disability Benefit Booklet) are eligible to receive a benefit equal to 60 percent of their monthly earnings up to a maximum benefit of \$10,000 per month (minus any other income~~

~~benefits such as workers' compensation benefits, retirement benefits, Social Security Disability benefits). provides income protection in the event of a qualifying disability due to injury or illness, following completion of the required eligibility waiting period. Benefit eligibility, coverage details, and income offsets are outlined in the Long-Term Disability Summary Plan Document.~~

### **6.1.6 Cafeteria plan**

The university participates in the Missouri State Employees' Cafeteria Plan which allows full-time and part-time employees to ~~make voluntary contributions contribute~~ to certain benefit plans on a before-tax basis. ~~Participation in the plan is voluntary.~~ The plan ~~allows enables~~ employee contributions for optional insurance coverage, ~~as well as and~~ flexible spending accounts for reimbursable health care expenses and ~~child/~~dependent care expenses to be ~~taken out deducted from~~ each paycheck before taxes are calculated. Other important information concerning the cafeteria plan is available online at [ASI Flex](#).

### **6.1.7 Voluntary benefits**

The university may make certain "voluntary benefits" ~~offerings~~ available to ~~full-time eligible~~ employees. ~~Information about available voluntary benefits can be found on the Human Resources website. Details for each plan, including administration and eligibility, are outlined in the respective Summary Plan Documents. These voluntary benefits may include, but are not limited to such offerings as vision insurance, accidental death and dismemberment insurance and critical illness insurance.~~ Those to whom such benefits are made available will be allowed to pay for their selections through payroll deductions, and when ~~possible applicable~~, through the Cafeteria Plan as described herein.

## **6.2 Retirement program**

### **6.2.1 Retirement**

All ~~full-time regular eligible~~ staff-employees ~~with MOSERS participation~~ are enrolled as members of the Missouri State Employees' Retirement System, referred to as MOSERS. ~~Faculty typically begin participation in the State of Missouri's Coordinated University Retirement Plan (CURP) and may transfer to MOSERS when they meet the appropriate eligibility requirements. Part-time regular employees who work more than 1,000 hours on a regular basis are eligible for enrollment in MOSERS.~~ MOSERS is a public, defined benefit retirement plan ~~and is funded partially or entirely by university contributions, depending upon the plan in which the employee is enrolled and which is dependent upon his/her enrollment date. Employees are vested after five (5) years. Eligibility and length of service requirements for normal retirement and early retirement are described fully in the MOSERS General Employees' Retirement Handbook.~~ The provisions of the retirement program

~~described in this handbook are subject to change to comply with MOSERS requirements. governed by its own plan documents and regulations. Eligibility, vesting, and retirement benefit details are outlined in the MOSERS governing plan information.~~

Employees are encouraged to ~~schedule an appointment with~~ contact the office of human resources 90 days prior to their anticipated retirement date, ~~in order to ensure to assist with~~ timely processing of the retirement benefits and continuation ~~of various~~ insurance coverages. ~~Applications for retirement~~ Retirement applications must be submitted to MOSERS ~~at least 30 days before the desired retirement date; failing to do so can delay retirement. Employees can also submit the application electronically by accessing their employee portal on MOSERS website; according to their deadlines to avoid delays, and may be submitted electronically through the MOSERS employee portal.~~ The Office of Human Resources is available to provide assistance throughout the retirement application process. ~~assist in applying for retirement.~~

### **6.2.3 Benefits available to retired employees**

The university extends a number of employee benefits to retired employees in recognition of their dedication and loyal service to Missouri State University. These benefits include a retired employee's identification card, use of the university's Health and Wellness Center and pharmacy, personal check cashing privileges at the bursar's office (business office on the West Plains campus), use of the Faculty/Staff Charge Account, library privileges, use of campus recreational facilities, employee discounts on purchases in the bookstore, admission to athletic events and cultural programs at reduced employee rates, and admission to convocations and lectures. Retirees may also obtain an identification card for their spouse or domestic partner.

Retirees may continue ~~to be covered under the university's medical insurance~~ medical insurance coverage by meeting the eligibility ~~criteria specified requirements outlined~~ in the *Medical Insurance booklet* Summary Plan Document and by ~~making~~ paying the required contributions. ~~Continuation of the life insurance coverage is~~ Life insurance, as well as voluntary insurance plan(s), continuation options are available at the time of retirement. ~~Refer to the benefit plan booklets for applicable provisions. Specific provisions are detailed in the respective benefit plan documents.~~ Retired employees also may enroll in one college course each semester and have required student fees paid by the university. If this benefit is used for a course held during an intersession, it will count for the corresponding regular semester. This waiver of fees benefit can be assigned to the eligible dependent children of a retiree as described below, but it cannot be assigned to the retiree's spouse or domestic partner.

Eligible dependent children of retirees who are enrolled at Missouri State University are extended the same educational benefit available to the eligible dependent children of a full-time regular employee as described in [Section 6.4.1](#) of this handbook. Eligibility of dependent children of a retiree for this benefit will be determined according to the eligibility standards set forth for dependents of employees as listed in [Section 6.4.1](#) of this handbook. This benefit is not applicable to out-of-state tuition, book costs, or any special fee pertaining to a specific class or private instruction. The eligible dependent must pay the required student fees for all college-level courses taken over the 15 credit hours per academic year covered under this program. To receive this required student fee waiver benefit for eligible dependent children, the retiree can access the automated fee waiver system by logging onto [My Missouri State](#), Profile, Employment Details, Fee Waiver.

#### **6.2.4 Benefits available to emeritus employees**

Emeritus status may be granted to retiring staff and administrative employees as a special recognition for exemplary work performance and outstanding, loyal and dedicated service to the university. To be eligible for consideration for Emeritus status, the employee must be in retirement status, must ~~meet the requirements in Section 8.8 of this handbook. have had 10 years of service in a full-time regular position and must have the approval of the appropriate administrative officials and the Board of Governors.~~ Emeritus staff members are listed in the *Missouri State University Directory*, are entitled to all the benefits previously listed for retirees, receive invitations to special events held throughout the year, and receive a President's Parking Pass. (See [Section 8.8](#) of this handbook for additional information about Emeritus status).

#### **6.4.1.3 Dual Credit Instructors**

~~To qualify for a 3-credit hour fee waiver, an instructor must teach at least three (3) credit hours in an academic year (fall-summer). The fee waiver becomes available only after the instructor has completed teaching the course and met all eligibility requirements.~~

~~The fee waiver may be used by the instructor or their dependent(s). The individual using the fee waiver must be registered for the class before submitting a fee waiver request.~~

~~This benefit is available on an annual basis for instructors who meet the eligibility criteria and will continue as long as the instructor remains eligible.~~

~~Fee waiver requests must be submitted during the current semester/term. Late requests received after the semester/term has ended will not be processed.~~

#### **6.5 Workers' compensation**

All university employees are extended Workers' Compensation coverage which provides payment of approved medical expenses and salary compensation to employees who suffer the effects of a work-related injury or ~~who incur an~~ occupational disease/illness arising out of and in the course of employment with the university. The amount of compensation authorized under Workers' Compensation is prescribed by law and the State of Missouri and not by the university.

- A work-related injury must be reported immediately to the employee's supervisor and the office of human resources (benefits specialist). If after hours, the employee must leave a voice message or send an email to the supervisor and human resources.
- The supervisor must ensure that an employee injured in a work-related accident completes a Missouri State University On-The-Job Injury Report form and other additional forms found on the [Workers' Compensation](#) page.
- The supervisor must complete the "Supervisor Comment Section" and send the completed form to the office of human resources **within 24 hours of the injury**. If there is a good reason for not reporting the injury within 24 hours, the injury must be reported as soon as possible, but no later than 30 days after the work-related accident.
- It is imperative that the required paperwork be completed in a timely fashion to avoid delays in the claim being processed or unnecessary delays in medical treatment.
- Even if the employee does not seek medical treatment, the workers' compensation forms should be completed and sent to the office of human resources. This will be recorded as an incident only.
- Upon receiving a work-related injury requiring medical attention, employees must contact CARO (Central Accident Reporting Office) at 1-800-624-2354 for the name of an authorized medical care provider prior to seeking treatment. This referral service is available 24 hours a day, 365 days a year.

If the injury is considered to be serious (e.g., potentially life and/or limb threatening), the injured employee should proceed immediately to the nearest hospital emergency room. The employee or supervisor must notify the office of human resources immediately.

The State of Missouri will not pay for medical treatment an employee receives from a medical provider who has not been approved by the Central Accident Reporting Office

(CARO). Employees may seek their own medical care with the provider of their choice at their own expense.

Employees injured on the job will be excused from work without loss of pay, vacation, or sick leave in order to obtain medical attention on the day the accident or injury occurs. Additionally, an employee will be excused from work without loss of pay, vacation, or sick leave to obtain further medical treatment related to the injury. An employee must limit absences from work to the time required to receive medical attention only and is required to furnish satisfactory proof of having received medical attention from the medical provider showing arrival and departure time.

If the employee has off-campus follow-up appointments they will be paid until the time they leave the campus. If the employee decides not to return to work after receiving treatment, they must notify their supervisor immediately and will be required to use any accrued leave, or if they have none available, time will be counted as leave without pay.

If an employee is unable to return to work following the accident or injury, the employee will be granted leave without pay. Full-time regular employees may elect to use accumulated vacation or sick leave instead of taking leave without pay. Workers' Compensation law requires a three-day waiting period following an accident or injury before making payments to employees. After the three-day waiting period, an employee may either (1) take the compensation paid through Workers' Compensation only and go on leave-without-pay status, or (2) continue to use accumulated vacation or sick leave to supplement the Workers' Compensation pay in order to receive full salary. Employees must report the type of leave on their time sheet or leave report for the period of time the employee is unable to work. In no case shall an employee receive more than his/her normal monthly salary amount as a result of receiving both Workers' Compensation pay and vacation or sick leave benefits.

Employees who are off work due to a work-related injury or illness (i.e., one for which the employee has filed a workers' compensation claim) will not accrue any vacation or sick leave if they have not worked or received university paid leave for at least 80 hours during each pay period that they are off work. However, employees who supplement their workers' compensation payments (i.e., the temporary total disability [TTD] payments from the State of Missouri) by using their accrued vacation, sick leave and/or compensatory time off during the month will accrue vacation and sick leave for that month.

An injured employee who is unable to return to work after incurring a work-related accident or injury is required to provide documentation to his/her supervisor and the office of human resources stating the necessity to be off work and the length of time the employee must

remain off work. When returning to work, a written release from the doctor is required in coordination with CARO.

An employee injured on the job must tell the medical provider that the accident or injury is work-related and will be filed with Workers' Compensation. Any bills for medical and hospital expenses received by the employee must be forwarded to CARO.

Workers' Compensation benefits may be reduced for injuries sustained in conjunction with the use of alcohol or controlled, non-prescribed drugs. Benefits may be forfeited if it is shown that the use of alcohol or controlled, non-prescribed drugs was the proximate cause of the injury. Under Missouri law, the university can request an employee to take a test for alcohol or a non-prescribed controlled substance if the university suspects usage by the employee. All workers' compensation benefits are forfeited if the employee refuses to take a test when requested by the university.

#### *G7.02-7 Leave Benefits*

##### **7.1 Vacation leave**

All full-time regular employees are eligible to receive paid vacation leave. Employees will accrue leave with a minimum of 80 hours paid time in a pay period.

Employees who terminate employment or retire from the university will accrue vacation ~~in~~ for the month of ~~termination/retirement-separation~~ provided ~~that~~ they have at least 80 hours of paid time for that pay period; no partial monthly accruals are allowed.

Employees who are off work due to a work-related injury or illness (i.e., ~~one for which the employee has with a~~ filed a workers' compensation claim) will not accrue ~~any~~ vacation leave ~~if they do not have 80 hours paid time during each pay period that they are off work during any pay period in which they do not meet the 80-hour paid time requirement.~~

Employees may supplement their workers' compensation payments (i.e., the temporary total disability [TTD] payments from the state of Missouri) by using their accrued vacation, sick leave, or compensatory time off during the pay period in order to meet the minimum 80 hours of paid time.

Employees accrue vacation monthly and may carry days forward from one month to the next. The maximum amount of vacation that can be carried forward from one fiscal year to the next cannot exceed two times the employee's annual allowance. For example, if an employee earns vacation at the rate of 8 hours each pay period, or 96 hours per year (12 days), the employee may carry forward up to a maximum of 192 hours (24 days). Any amount of leave over the maximum accumulation of two times the annual allowance is lost

at the end of the fiscal year (June 30th) in which the maximum accumulation amount has been reached.

### 7.2.2.1 Unused sick leave applied at retirement

Employees terminating employment for any reason *other than qualified retirement* are not paid for their unused sick leave. ~~However, the Missouri State Employees' Retirement System (MOSERS) requires that the university to report the number of unused sick hours that an employee had at the time the employee terminated employment with the university at the time of separation.~~ If the employee is vested in MOSERS at the time of termination of employment, MOSERS will convert the reported unused sick leave hours into retirement service credit in accordance with its plan guidelines.; ~~168 hours equals one month of service credit. When the employee becomes eligible and applies for MOSERS retirement benefits, any applicable service credit will be factored into the benefit calculation. When the employee applies for retirement at some future date when he/she is qualified to retire, MOSERS will include those months of service in the calculation of the retirement benefit amount.~~

The provisions of this section regarding treatment of sick leave by MOSERS are subject to modification in order to comply with MOSERS requirements. ~~Employees Staff and Faculty in 12 month positions~~ who retire under one of the university's public retirement plans will be paid for 40 percent of any accrued unused sick leave ~~rounded up or down to the nearest full day~~ (up to a maximum of 384 hours (48 days), ~~and the any~~ remaining unused sick leave will be reported to MOSERS for inclusion as creditable service in accordance with MOSERS' policies. ~~regarding the reporting of unused sick leave.~~ A qualified retirement is one in which the employee is eligible for and receives a monthly retirement benefit from one of the university's retirement plans (Missouri State Employees' Retirement System).

Faculty with 9-month appointments who retire under MOSERS or CURP will not be paid for accrued but unused sick leave upon retirement. Rather, with respect to faculty members who retire under MOSERS, the entire balance of their accrued but unused sick leave will be reported to MOSERS for retirement service credit. Faculty members who choose to remain in and retire under CURP will not receive retirement service credit for accrued but unused sick leave.

### 7.5.2 Vacation leave accrual and use

Full-time 12-month administrative and professional employees who hold faculty rank will accrue leave with a minimum of 80 hours paid time in a pay period. Vacation time will accrue at a rate of 13.34 hours per pay period or 160 hours per year (20 days). Use of vacation is must be consistent with policy sections 7.1 and 7.1.3. ~~Such employees accrue~~

vacation monthly and may carry days forward from one (1) month to the next. The maximum amount of vacation that can be carried forward from one fiscal year to the next cannot exceed two times the employee's annual allowance. For example, if an employee earns vacation at the rate of 13.34 hours each pay period, or 160 hours per year (20 days), the employee may carry forward up to a maximum of 320 hours (40 days). Any amount of leave over the maximum accumulation of two times the annual allowance is lost at the end of the fiscal year (June 30) in which the maximum accumulation amount has been reached.

Vacation may be taken only after time is accrued and recorded at the end of each month. It cannot be taken before it is accrued or in anticipation of it being recorded at the end of the month. Vacations may be taken as weekly periods, individual days, or in half-day increments as long as the period chosen meets with departmental approval and there is a sufficient leave balance available.

Nine-month faculty (including 9-month clinical faculty) do not accrue vacation time under this Section 7.5.

#### **7.5.5.1 Retirement**

A qualifying retirement ~~is one in which the occurs when a~~ faculty member (~~whether an including~~ academic administrator, 12-month faculty, or 9-month faculty), ~~at the time he/she~~ leaves the university, ~~and~~ is eligible for and receives a monthly retirement benefit ~~in the university's retirement plans: under~~ Missouri State Employees' Retirement System (MOSERS) or College and University Retirement Plan (CURP). Academic administrators and professionals ~~in 12- month positions~~ who retire from the university ~~while serving in a 12- month position~~ are ~~entitled to payment~~ eligible for ~~payout of all~~ accrued, unused vacation time. (See 7.1.3 and 7.1.4). ~~They will also be paid for~~ receive forty percent ~~of their earned, unused sick leave,~~ up to a maximum of 384 hours (48 days). ~~of their accumulated earned, unused sick leave.~~ Such employees retiring under the MOSERS plan ~~retirees~~ will have the remaining ~~earned, unused~~ sick leave reported ~~to MOSERS for inclusion as creditable service in accordance with MOSERS' policies. as service credit in accordance with MOSERS policy (see 7.2.2.1)~~ However, the remaining earned, unused sick leave days will ~~not be reported to the CURP retirement plan; retirees are not eligible for service credit based on unused sick leave for service credit because CURP does not recognize service credit as a component of its retirement benefit calculation. Calculation of the unused sick leave upon which the forty percent payment is based will not include the days allotted as unearned sick leave.~~

Faculty with 9-month appointments ~~are not paid for unused sick leave.~~ who retire under MOSERS or CURP ~~will not be paid for accrued but unused sick leave upon retirement.~~

~~Rather, with respect to faculty members who retire under MOSERS, the entire balance of their accrued but All unused sick leave will be reported to MOSERS for potential service credit. for retirement service credit. Faculty members who choose to remain in and retire under CURP will not receive retirement service credit for accrued but unused sick leave. CURP retirees do not receive service credit for unused sick leave (see **7.2.2.1**).~~

Faculty are reminded that, after six (6) years of employment with the university, they are eligible to change from CURP to MOSERS, ~~which move and~~ may be beneficial to some faculty. For more information and/or to discuss how this move could affect your individual investment strategy, please contact the university's office of human resources at 417-836-6616 or MOSERS at 800-827-1063.

### **7.5.5.3 Resignation**

Academic administrators and 12-month academic professionals who terminate their employment with the university while serving in a 12-month position are entitled to payment for ~~all~~ unused vacation time consistent with section 7.1.4 above, but are not entitled to payment for forty percent of the earned, unused sick leave. For MOSERS participants the university will report the number of earned, unused sick leave days the person accrued while serving in the 12-month position in accordance with MOSERS' policy regarding the reporting of unused sick leave. For CURP participants the university will not report the number of unused sick leave days earned because CURP does not recognize service credit as a component of its retirement benefit calculation.

## **7.19 Shared leave**

### **7.19.3 Policy**

Eligible employees may voluntarily donate accumulated vacation as defined by the Employee Handbook to a Shared Leave Pool (SLP) to aid eligible employees who are unable to work due to a qualifying event. Donations shall not be made directly from one employee to another, but shall be made to the university ~~pool as~~ established for this purpose under this Section.

### **7.19.4 Eligibility**

#### **A. Receiving shared leave**

- a. Employee must have successfully completed their probationary period and have 625 hours of service in the previous 6 months at Missouri State University and be in a ~~leave-earning~~ full-time benefit eligible position to apply for SLP benefits.

- b. Employee must have donated at least 8 hours of earned vacation leave to the bank prior to requesting leave from the ~~pool~~ SLP in order to receive donations from the SLP.
- c. Employee must have experienced a qualifying event as defined by Section (see 7.19.7 Qualifying Events).
- d. Employee must have exhausted all accrued vacation, sick leave and compensatory time, except in the case of parental leave and bone marrow/organ donation.
- e. Employee may request shared leave more than once, ~~however family and Medical Leave eligibility will be assessed before the employee may apply for additional shared leave benefits. Employee must normally return to work for six (6) continuous months following the last day of use of the donated time, if the maximum amount of approved SLP benefits were used; Family and Medical Leave eligibility will be determined before becoming eligible to apply for additional benefits from the pool.~~ Additional benefits are not available for a reoccurrence of a previously approved qualifying event ~~if the maximum benefit hours were used.~~ are not allowed when the maximum benefits have been paid:
  - 1. An employee may have shared leave approved for multiple qualified events, but the total hours cannot exceed the per case limit in a rolling 12-month period.
  - 2. Once employees have exhausted the per case limit of shared leave, they must donate an additional 8 hours of vacation time before requesting a new qualified leave.
- f. Employees who are on a work-related injury and concurrent FMLA leave can supplement shared leave after their work compensation adjustments and accrued leave are used.

B. Donating shared leave

- a. Vacation leave may be donated upon accrual.
- b. Employee contribution may not exceed 48 hours, unless the office of human resources has communicated a need for additional days. In that case, employee(s) may contribute additional ~~day(s)~~ hour(s) up to the limit requested at that time.

- c. Time must be donated in whole hours with a minimum donation of 1 hour.
- d. Donated hours cannot be ~~rescinded~~returned once ~~they are~~ donated.

C. Bone marrow and organ donation

- a. An employee must be employed at Missouri State University for a minimum of ninety (90) days before applying for time from the SLP for bone marrow or organ donation. A leave accruing employee may apply for time from the ~~shared leave pool~~SLP for bone marrow or organ donation without a qualifying donation of vacation time to the ~~shared leave pool~~SLP and without first exhausting all accrued sick and vacation time. The employee must provide the SLP committee with written verification from health care facility that he or she is serving as a bone marrow or organ donor. The employee may be granted a maximum of forty (40) hours from the SLP for bone marrow donation and a maximum of two-hundred forty (240) hours from the SLP for organ donation.

D. Parental Leave

- a. Eligible employees are entitled to 80 hours of paid parental leave following the birth, foster care placement, or adoption of a child within the home, utilizing funds from the ~~shared leave pool~~SLP.
  - 1. If both parents are otherwise eligible for parental leave, both parents may each make individual request for parental leave.
- b. Leave must be consecutive within the first 12 weeks following the birth, foster care placement, or adoption of a child within the home.
  - 1. Parental leave requests are limited to 80 hours on a 12-month rolling basis.
- c. Vacation, sick, and compensatory time need not be exhausted before utilization of parental leave. Utilization of parental leave does not prevent further use of the ~~shared leave pool~~SLP for other qualified events.

**7.19.6 Procedures**

A. General

- a. The maximum amount of SLP benefits accessible to a recipient cannot exceed one-third of the balance of the ~~pool~~SLP, or 480 hours leave time per case, whichever is less. The 480-hour per case limit applies per medical

case/diagnosis. Once 480 hours have been granted for a specific diagnosis, a recurrence of that same diagnosis would not be eligible for additional leave consideration under the policy. Additionally, as outlined in section 7.19.14, a recipient's total hours cannot exceed 480 in a rolling 12-month period.

- b. The leave granted will run concurrent with FMLA as appropriate. SLP benefits may be prorated for employees who have worked less than 1 year of service and actual hours approved are based on specific case details and need as determined by the committee.
- c. When an employee receives medical clearance to resume full-time work, they must promptly return. Any previously approved SLP hours become null upon receiving clearance and any remaining approved unused balance reverts back to the ~~Shared Leave Pool~~SLP.
- d. Full-time employees receiving a medical release for return to work on a part-time basis (i.e., fewer hours per day per week than the regular work schedule), may continue to use SLP Committee approved donated leave for the balance of the regular work schedule until medically released for full duty or until approved SLP hours are exhausted.
- e. If intermittent leave is required, approved SLP benefits may be provided on an as-needed basis until the employee has been approved by their attending physician to return to work full-time. Leave can be taken intermittently.
  - 1. Hours approved by the committee for intermittent leave may be reassessed based on changes in the employee's leave balances.
  - 2. The committee may request recertification to verify the ongoing necessity of intermittent leave.
- f. It is not possible to make back-payments to a SLP recipient who may have already taken some leave without pay. Donated time will be available for use by the recipient in accordance with regular payroll procedures and deadlines.
- g. SLP hours may not be converted to cash.
- h. The estate of a deceased employee is not entitled to payment for approved unused SLP hours.
- i. If an employee earns additional leave benefits while drawing from the SLP, employee must use those hours before additional SL pool hours are used.

- j. Eligible employees must apply for FMLA leave in conjunction with leave used from the SLP.

B. Requesting leave

- a. Employees will request leave from the SLP at the [My Missouri State](#) portal. Designees for the employee may request leave by completing the Request for SLP Leave available in the office of human resources.
- b. Any employee requesting leave from the SLP must provide a HIPAA release form provided by HR and appropriate documentation:
  - 1. Attending physician's statement indicating the reason for the leave, beginning date of health condition and anticipated date employee will be able to return to work.
  - 2. Birth certificate, adoption certificate, or legal placement agreement.
- c. After receiving a completed application, the office of human resources will verify the employee's eligibility and status, including current accumulated leave and will notify the Committee of the need to meet. Immediately prior to the committee meeting, the eligibility will be reviewed, updated if necessary, and confirmed.
- d. The human resources representative will notify the employee of the decision within five (5) business days of a decision by the committee.
- e. Upon approval, the office of human resources will make the transfer of hours from the university's SLP to the employee's leave balance. The time sheet or leave request should be submitted with hours designated as shared leave at the recipient employee's rate of pay. Shared Leave time may not be recorded for payroll purposes until the application has been approved.
- f. The application form may be submitted up to 30 days in advance of need.

C. Donation of leave

- a. An employee wishing to donate vacation leave to the shared leave donation bank will submit their donation online through the portal at [My Missouri State](#).
- b. HR reserves the right to ask employees separating employment from the University to donate unused vacation leave to the SLP.



**RECOMMENDED ACTION** - Approval of Amendments to the Employee Handbook for Administrative, Professional and Support Staff employees and related policies.

The following resolution was moved by \_\_\_\_\_

in addition, seconded by \_\_\_\_\_

**WHEREAS** Administration recommends that certain revisions be made to the *Employee Handbook for Administrative, Professional and Support Staff* ("Employee Handbook"); and

**WHEREAS**, specifically, some revisions to the Employee Handbook are needed due to changes in operating procedures, clarification, process improvement, and overall ongoing changes to the handbook; and

**WHEREAS**, as a result of the proposed revisions to the Employee Handbook, similar revisions to the Faculty Handbook, the Medical Plan, the Dental Plan, and/or other group insurance agreements may be required in order to ensure consistency and accuracy across these documents.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Governors for Missouri State University that the Employee Handbook be revised in accordance with Attachment A; that the *Faculty Handbook*, Medical Plan and Dental Plan, and/or other group insurance agreements, be revised as necessary to ensure consistency between said documents and the Employee Handbook; and that the President and the Vice President for Administrative Services be granted authority to correct any typographical, grammatical, and formatting errors appearing from time to time to retain accuracy and consistency, to revise sections within the Handbook to provide clarification or process improvement, to revise other University procedures and plan documents to allow the application of the above handbook changes, and to ensure compliance with applicable law.

**VOTE**

**AYE** \_\_\_\_\_

**NAY** \_\_\_\_\_

**COMMENTS:** Sections of the Employee Handbook have been updated to reflect current processes and existing practices, provide clarification on existing processes, and to correct grammatical, typographical, and formatting errors. Other sections of the Employee Handbook have been modified to streamline processes and ease the administrative burden.

Please see the actual changes to be made within Attachment A. These changes are summarized as follows:

## **G7.02-3 – Employment Policies and Procedures**

### **Section 3.7 Criminal Background Checks**

- Updated web link to Op 7.05 Criminal Background Check Policy.

### **Section 3.16 Access and Review of Employee Personnel Records**

- Simplified language and included referral to Op 10.04-17 HR Personnel Files.

### **Section 3.19.1 Resignation / Retirement**

- Added reference link to Personnel Action Form (PAF) procedures.

## **G7.02-4 - Classification and Compensation**

### **Section 4.4.3 Deductions from Pay**

#### **Sub-Section 4.4.3.1 - Nonexempt Employees**

- Added clarifying language regarding nonexempt employees recording actual hours worked.

## **G7.02-6 - Benefits**

### **Section 6.1 Insurance benefits**

- Updated grammar.

#### **Section 6.1.1 Medical benefits**

- Simplified language regarding eligible employees electing coverage under the university's medical insurance plan.

#### **Section 6.1.2 Dental benefits**

- Simplified language regarding eligible employees electing coverage under the university's dental insurance plan.

#### **Section 6.1.3 Life Insurance benefits**

- Simplified language regarding eligible employees electing coverage under the university's life insurance plan.

#### **Section 6.1.4 Long Term Care Insurance**

- Removed section 6.1.4, as the University no longer has employees past or present covered under this benefit plan and the plan is no longer offered.

#### **Section 6.1.5 Long-term disability insurance**

- Simplified language regarding eligible employees electing coverage under the university's long-term disability insurance plan.

#### **Section 6.1.6 Cafeteria plan**

- Simplified language regarding eligible employees electing coverage under the Missouri State Employees' Cafeteria Plan.

#### **Section 6.1.7 Voluntary benefits**

- Simplified language regarding voluntary benefits coverage under the university's insurance plan and referral to the Human Resources website.

#### **Section 6.2.1 Retirement**

- Simplified language regarding coverage under the university's retirement plans, MOSERS and CURP.

#### **Section 6.2.3 Benefits available to retired employees**

- Updated language for clarity of retired employee benefits.

#### **Section 6.2.4 Benefits available to emeritus employees**

- Updated language and added link to emeritus requirements in Section 8.8.

#### **Section 6.4.1.3 Dual Credit Instructors**

- Eliminated section 6.4.1.3 as dual credit instructors are not university employees.

#### **Section 6.5 Workers; Compensation**

- Updated wording for clarity.

### **G7.02-7 – Leave Benefits**

#### **Section 7.1 Vacation Leave**

- Clarified language regarding 80 hours work rule and accruals of vacation leave.

### **Section 7.2.2.1 Unused Sick Leave Applied at Retirement**

- Updated language regarding eligibility for MOSERS retirement benefits and service credits.
- Clarified language regarding the treatment of sick leave by MOSERS.

### **Section 7.5.2 Vacation Leave Accrual and Use**

- Updated language and inserted cross reference to simplify.

### **Section 7.5.5.1 Retirement**

- Updated language and added cross reference to other policy sections for vacation and retirement benefits under MOSERS or CURP.
- Simplified language regarding Faculty 9-month appointment sick leave whether retiring under MOSERS or CURP.

### **Section 7.5.5.3 Resignation**

- Updated language to cross reference to other policy section.

### **Section 7.19 Shared Leave**

#### **Sub-Section 7.19.4 Eligibility**

- Updated language regarding the maximum hours used for continuous leave and the conditions before reapplying.
- Updated language regarding multiple qualifying events.
- Updated language regarding limit of hours for shared leave and requirement to donate an additional 8 hours of vacation time before requesting new qualified leave.

#### **Sub-Section 7.19.6 Procedures**

- Clarified procedures for taking intermittent shared leave.