


<p style="text-align: center;">MISSOURI DEPARTMENT OF TRANSPORTATION</p>  <p style="text-align: center;">PERSONNEL POLICY MANUAL</p>	Chapter Title Training and Professional Development		
	Policy Title College Employment Training Program		
	Policy Number 6507	Page 1 of 4	Effective Date March 15, 2025
Approved By Ashley Halford, Human Resources Director, Signature on File	Supersedes Policy Number 6507	Page 1 of 4	Prior Effective Date April 1, 2022

POLICY STATEMENT

The purpose of this program is to provide an opportunity for qualified college students to obtain job experience closely related to their fields of study in business-related areas (e.g., Human Resources, Financial Services, etc.) as well as Science, Technology, Engineering, and Math (STEM) fields, while also increasing the number of qualified graduates with undergraduate degrees and STEM certifications.

DEFINITIONS

College Employment Training (CET) Student – A college-eligible student who is participating in the department’s College Employment Training Program with a MoDOT work assignment.

PROVISIONS/REQUIREMENTS

Eligibility Requirements

To be eligible for the CET Program, the student must:

1. Have completed secondary coursework (High school diploma, GED, etc.)
2. Be pursuing post-high school education or certification at a publicly funded Missouri college or university. This can include a two-year degree or certification in a STEM-related field, or four-year undergraduate degree in a STEM-related or business-related field.
3. Be at least 18 years of age.
4. Be enrolled full-time; meaning a student who is enrolled in at least twelve (12) semester hours, eight (8) quarter hours, or the equivalent in another measurement system.
5. Have a minimum cumulative 2.5 grade point average (GPA).
6. Meet the minimum qualifications for available MoDOT related technician positions (e.g., construction technician, financial services technician, etc.)

7. Meet all MoDOT hiring requirements for individuals applying for any full-time or permanent part-time position (i.e., minimum age of 18, pass background check, pre-employment screening, etc.).

Program eligibility will be determined by the CET coordinator and Human Resources (HR) staff. CET students must complete and submit an employment application. Selections will be made based on interviews.

Continued Eligibility Requirements

If selected, CET students must continually meet the requirements outlined below to participate in the program. Continued eligibility will be monitored by the CET coordinator. CET students must:

1. Maintain a minimum cumulative GPA of 2.5. CET students whose cumulative GPA falls below a 2.5 must notify the CET coordinator immediately. The CET coordinator will work with the student, supervisor, and HR to determine steps for successful completion of the CET program.
2. CET students cannot switch from a STEM-related program to a non-STEM-related program if pursuing a two-year degree or certification program.
3. Maintain either a full-time (FT) status or permanent part-time (PPT), in accordance with Personnel Policy 0515, "Permanent Part Time and Job Share Employment."
4. Meet the performance and conduct expectations for their positions. Supervisors will meet with their CET students at the beginning of the program to review job duties and to provide performance and conduct expectations as outlined in Personnel Policies 2500, "Standard Rules of Conduct" and 6505, "Performance Development." CET students will be evaluated during the performance development process with a program specific evaluation form. All evaluation forms must be completed by the immediate supervisor and submitted to the Employee Engagement and Outreach Division (EEOD.)
5. Follow and comply with all MoDOT policies, procedures, and values. This includes, but is not limited to, ensuring they do not access or use department resources or information that could be considered a violation of Personnel Policy 2514, "Conflict of Interest," such as not using or disclosing confidential information obtained in the course of or by reason of their employment or official capacity in any manner for any reason for themselves, a family member, or any other person or any business with which they are associated.

The EEOD Director, HR Director and the immediate supervisor will determine the appropriate action for CET students who fail to meet any of these requirements. This action may include discipline up to and including termination of employment and/or removal from the CET program.

Program Details

1. CET students will start at a technician level. Exceptions can be made based on the CET student's completed college credit hours and previous related experience with approval from the EEOD Director and HR Director.
2. CET students will be eligible for salary increases and career ladder promotions if applicable and if they meet the relevant qualifications as outlined in Personnel Policy 1026 "Career Ladder Promotions."
3. An initial probationary period of six months is required for all CET students upon employment. A discussion should be held with the CET student before the end of their probationary period, at which time a determination will be made as to whether the CET student should be retained by the department or terminated and removed from the CET program.
4. CET students are exempt from snow removal duties to prevent disruption to school schedules and due to limited work availability.
5. CET students can participate in the program from district and/or central offices.
6. Benefits such as annual leave, sick leave, retirement, and group health insurance will apply to CET students in accordance with MoDOT's Personnel Policies and according to their employment status (Full-time or Permanent Part-time.)
7. CET students will count against a district's/division's/office's authorized positions.
8. Upon a CET student's graduation, they will be offered a full-time position with MoDOT consistent with their degree, but not necessarily the position they held during the CET program, if the following criteria are met:
 - a. They obtained a relevant degree or certification in a STEM-related or business-related program that is relative to the MoDOT mission.
 - b. They met their MoDOT performance and conduct expectations while in the CET Program.
 - c. They meet the minimum qualifications of the relevant available job.
 - d. They are willing to relocate, if required, wherever a relevant position is available.
9. CET students can leave the program and re-enter it under the following conditions:
 - a. They leave voluntarily and are in good standing at MoDOT.
 - b. There is an opening available in the program; and
 - c. They meet all the eligibility requirements for the program.

10. Tuition reimbursement and repayment will be in accordance with MoDOT's Personnel Policy 6504, "Educational Assistance."

CROSS REFERENCES:

[Personnel Policy 0515, "Permanent Part Time and Job Share Employment"](#)

[Personnel Policy 1026, "Career Ladder Promotions"](#)

[Personnel Policy 2500, "Standard Rules of Conduct"](#)

[Personnel Policy 2514, "Conflict of Interest"](#)

[Personnel Policy 6504, "Educational Assistance"](#)

[Personnel Policy 6505, "Performance Development"](#)