

Termination of Work:

A supervisor has the right to terminate a student's employment with just cause. Grounds for disciplinary action include, but are not limited to: poor performance, tardiness, absenteeism, failure to meet job requirements as listed in the job description and inappropriate behavior such as, excessive personal telephone calls and visits from friends during work hours. If, and when disciplinary problems arise, a supervisor should use the following guidelines, as they provide written documentation in the event of counteraction by the student:

If a problem arises with a student employee, follow the instructions below.

Complete the corrective action form, which can be found under Federal Work-study forms, once completed by the student and supervisor, provide a copy to the work-study coordinator for the student's file.

1. Give the student a verbal warning, stating exactly what the unacceptable behavior was, and what needs to be done to correct the problem. Be sure to detach the behavior from the individual. Send a copy of the Corrective Action form to the work-study coordinators.
2. The second time there is a problem, (it does not have to be the same problem) give the student a written warning of what the unacceptable behavior was and what needs to be done to correct the problem. Send a copy of the Corrective Action form to the work-study coordinators.
3. On the third time, the student should be given a written notification of termination stating the reasons why this action has been taken. Send a copy of the Corrective Action form to the work-study coordinators.