

Guidelines for Student Employment Discipline & Terminations

Since a key purpose of student employment is to be a learning opportunity for students to gain marketable skills and experience they will be able to use in their post-graduate endeavors, we do recommend supervisors keep this in mind when considering taking any disciplinary action toward student employees.

Preliminary Employer Expectations

1. Advertise student jobs with accurate job descriptions, stating the eligibility requirements and full job description.
2. Provide a copy of these requirements to employees, discuss their job expectations with them, and provide training and orientation where necessary on the student's first day of employment.

Consideration of terminating student employees should be based upon the assumption that job orientation and training has occurred. All student positions will terminate on the date indicated on their authorization clearance form unless otherwise approved by the Human Resources Office.

Performance Monitoring

A regular evaluation of work performance should be maintained for each student employee. If a problem arises that could jeopardize the continuation of employment, the student should be given a verbal reprimand specifying the nature of the problem and action necessary for correcting the employee's behavior or performance. The supervisor should document the incident (including date and details of the discussion) and should advise the student that a written record is being maintained. The supervisor should also inform the student that future similar behavior could result in termination of the student's employment.

The decision to terminate as a result of a related future incident(s) is left to the discretion of the supervisor. There is no specific number of "chances" a student employee must be given. However, each incident and discussion should be documented.

Warnings and Dismissal

1. A supervisor should advise a student employee in writing of unsatisfactory performance at least once before termination.
2. This written warning should not double as the letter of termination.
3. A written warning should precede actual termination by two weeks; however, this written two week warning may be waived for incidents involving **gross misconduct**.
4. If after two weeks, or the determination of gross misconduct, the student should be given a written termination letter indicating their last day of work. Additionally, the supervisor should complete the **Student Employee Resignation/Termination Form** and send it to HR so the job may be ended.
5. A copy of written warning(s) or termination must be maintained by the supervisor for at least 60 days.

Student Employee Grievance Procedure

It is the intent of the ECU HR Department to ensure that student employees are accorded the same rights and access to processes that other employees enjoy. This includes providing a grievance process that student employees may use to resolve conflicts related to employment that are not covered by other institutional procedures.

In the event a student employee feels unjustly treated with regard to pay rate, termination, or other employment related circumstances, that student is strongly encouraged to first seek recourse with his/her employer. In the absence of a satisfactory resolution, the student should seek intervention by the Human Resource Department which will facilitate a resolution that is agreeable to the student and the employer.

In cases involving violations of university policy regarding discrimination, sexual harassment or sexual assault, or in cases of violation of state or federal law, Human Resources will refer the student to the appropriate office.

Grievance Procedure

1. Before action can be taken by the Human Resources Office, a grievance should be put in writing. The grievance must be delivered within 30 days of the action being contested. The written grievance should include the **specific nature of the concern, dates and times of action being challenged, copies of relevant written materials, and requested remedy.**
2. A Human Resources Specialist will be assigned
3. The assigned Specialist will collect any necessary and pertinent information relevant to the employment grievance and provide a copy of the student's grievance to the employer.
4. If necessary, the Specialist will arrange a joint meeting between the supervisor and the student employee.
 - a. If a joint meeting is scheduled, the Specialist will request a written response from the supervisor and the Specialist will serve as a mediator in order to find a satisfactory resolution.
 - b. If a meeting with the supervisor and the student employee is not scheduled, the Specialist will request a written response from the supervisor and inform both parties of their decision.
5. If a resolution is not reached or either party disagrees with the decision of the Specialist, they may seek a decision by the HR Specialist Manager (Or a Consultant if the Manager is not available). It is expected that the Manager (or Consultant) will request the written materials prepared for the Specialist and may collect any other necessary information related to the complaint. The Manager (or Consultant) may choose to have another meeting, but it is not required before making a decision.
6. If either party disagrees with the decision of the Manager (or Consultant), they may seek a decision by an HR Director. The Director's decision is the **final**.