

## Section 5 Student Employee Conduct and Dismissal Procedures

**Reminder:** Student employees are working in an applied learning environment across campus and coaching students on appropriate workplace behavior and habits is strongly recommended.

### 5.1 Grievance

#### *Grievances with Coworkers*

If a student employee has an issue or complaint with another coworker, the supervisor shall encourage the student to address any complaints directly with the person(s). If the reconciliation efforts fail or result in additional conflict, the supervisor should meet with both parties to resolve the issue. The supervisor may then utilize the *Corrective Action Plan* (reference *Corrective Action Plan* section), if necessary and follow up with all parties involved. It is the supervisor's responsibility to maintain a productive, non-hostile work environment.

#### *Grievances with Supervisors*

If a student employee has an issue with a supervisor, or vice versa, the supervisor is first encouraged to meet with the student to resolve the issue(s), properly documenting each instance and encouraging a follow-up meeting. Human Resources may be consulted as an unbiased third-party who can provide additional resources or general recommendations for moving forward, if necessary. A supervisor should only consult Human Resources once he or she has notified their direct supervisor of the situation and all other avenues have been exhausted.

#### *Grievance related to Title IX*

If a student employee or supervisor has a grievance or would like to file a complaint related to sexual harassment or discrimination, the student or appropriate party/parties should immediately contact the Title IX Coordinator and Director of Human Resources.

### 5.2 Discipline and Dismissal Procedure

The student employment dismissal procedure is to provide fairness and consistency in regard to discipline and dismissal of employees. If an employee fails to meet acceptable standards or exceptions in job performance, the immediate supervisor is to clearly and specifically inform the employee of the problem and the corrective measures to be taken.

If adequate performance is still lacking, the supervisor should meet with the employee and document in writing, the conditions creating the failure to perform satisfactorily, the corrective measures to be followed, and the possible consequences. Human Resources is to be provided a copy of the written notice\*.

After receiving a written warning, the employee may be subject to dismissal if satisfactory performance is not achieved. A student employment supervisor must have prior authorization from Human Resources for a student employee to be dismissed if problems continue after adequate warning and counseling have been provided.

**Note:** Suspension and/or dismissal without prior written warning can be deemed in cases where Gross Misconduct has taken place. Contact the Director of Human Resources immediately.

*\*Use the Student Employee Corrective Action Plan to assist in any disciplinary action or recommendation for dismissal.*

### ***Corrective Action Plan***

The Corrective Action Plan form is used to address any disciplinary/conduct issues and to note any corrective action taken. A copy of any corrective action plan with any additional documentation must be sent to Human Resources to add to the student employee's personnel file. This can be found in the MWSU A-Z index under "Forms-Employees."

**Note:** Call Human Resources for a coaching session on the Corrective Action Plan before you implement the corrective action.

### ***Personnel Action Form- Termination – Voluntary***

A Personnel Action Form- Students must be submitted if a student voluntarily separates from their on campus position (i.e. graduation, resignation, etc.). The completed Personnel Action Form will end the student's time sheet and employment record. This should be completed in a timely manner.

### ***Personnel Action Form- Termination – Involuntary***

After the corrective action plan is approved for the request for dismissal, a department must submit a Personnel Action Form- Students to end the student's time sheet and employment record. This should be completed in a timely manner.

**Note:** If action violates the Student Code of Conduct. The Dean of Students will be contacted.

## **5.3 Gross Misconduct**

Immediate termination for a student is expected for gross misconduct; including but not limited to:

- Actions threatening the safety of others
- Malicious use or theft or agency property
- Falsification of timesheets or other documents

Supervisors should report such cases to the Director of Human Resources immediately upon occurrence. A student's actions while employed may result in further disciplinary action by the university and/or civil penalties imposed by the county, state, or federal authorities. Supervisors should indicate the reason for involuntary and immediate termination on the Personnel Action Form - Student. Immediate termination must be approved by the Director of Human Resources.