

Work-Study Termination Procedure

The Work-Study Supervisor *must be satisfied with the work being performed*. After a suitable trial period, if you are not performing your job satisfactorily, it is your supervisor's option to terminate your employment. Following the procedure prescribed below, a supervisor may terminate a work-study student.

1. Verbal Warning

A description of the verbal warning and the situation that caused it **must be documented** and kept in the student's work study file.

2. Written Warning

A copy of the written warning must be forwarded to the Human Resources Office either by written memo or email. Keep a copy in your student's work study file.

3. Termination

The Human Resources Office must be notified immediately in writing. Keep a copy in your student's work study file.

All timesheets must be turned in to the Payroll Office for hours completed BEFORE termination.

Warnings may result from, but are not limited to the following behavior:

- * Student is late for work or absent without prior notification
- * Loitering on the job
- * Failure to fulfill job responsibilities in a satisfactory manner

Immediate dismissal may be issued for the following violations:

- * Dishonesty and/or theft
- * Verbal or physical abuse to a supervisor or other personnel, including another work-study student
- * Abuse to Paul Smith's College equipment or property
- * Excessive failure to attend classes
- * Disclosure of confidential information to unapproved party
- * Falsifying timesheets
- * Violation of Drug Free Alcohol Free Work Place Statement

Written Warnings and Terminations must be forwarded to the Human Resources Office for documentation. Forward a copy by fax 6161 or email hr@paulsmiths.edu