

## STUDENT CONDUCT REFRAMING AND TERMINATION STEPS

If a student is unreliable or does not handle the assigned duties responsibly, unfortunately, it may be necessary to terminate the student for unsatisfactory performance.

In documenting a problem, the supervisor can utilize the three steps listed below. Usually when a student is made aware of your concern, there is a change in behavior.

By following these steps this will help clarify what is expected of them and the consequences of continued poor performance.

- I. **Step One, Verbal Warning** – Speak with the student and express specific reasons for dissatisfaction, then follow these steps:
  1. Suggest solutions
  2. Establish a time frame (suggestion: 2 weeks and/or one month) for improved performance
  3. Document discussion content
  
- II. **Step Two, Written Warning** - If poor performance continues past the time established in step one, please complete these steps:
  1. Repeat the verbal warning and communicated expectations
  2. Follow up with a written email:
    - a. Document the situation
    - b. Include expectations of new behavior and new time frame
  
- III. **Step Three, Termination** - If the student's performance does not improve within the specified time frame, the supervisor can terminate the student's employment. Please follow these steps:
  1. Notice of dismissal should be in writing (please see *Student Employee Termination Form*) and include why / how the student did not meet expectations
  2. Follow up with student via email and attach the *Student Employee Termination Form*
  3. Include Student Employment Program (via cc) in the message so we can include termination form in the student's file and notify Payroll
  4. Ask student to notify Student Employment of their departure from the position and if they need assistance

*\*Please feel free to reach out to Student Employment Program concerning behavioral and/or conduct challenges with student employees. We can help mediate challenges between supervisors and students.*