The Student Employment Office has implemented a Progressive Disciplinary Procedure to assist in the supervision of work-study students. Progressive discipline is a process for dealing with job-related behavior that does not meet expected and communicated performance standards. The primary purpose for progressive discipline is to assist the student employee in understanding that a performance problem and an opportunity for improvement exists.

This is a positive, proactive effort to provide feedback to a student employee so he or she can correct the problem. The goal of progressive discipline is to improve employee performance. This process is not intended to punish student employees, instead it is meant to assist the student employee in overcoming performance problems and satisfying job expectations. If you need assistance during your meetings with your student employees, please contact the Student Employment Office at 863-8067.

PROGRESSIVE DISCIPLINARY STEPS

STEP 1: Verbal Disciplinary Warning

Use verbal communication when you recognize a job-related behavior does not meet expected and communicated performance standards. Please state your position clearly to the student. Although this is not a written disciplinary action, you must document your verbal warning by using the *Verbal Discipline Acknowledgment Form* provided on our website to assist you with this process. Please send a copy to the Student Employment Office for their records.

STEP 2: Written Disciplinary Warning

If the documented behavior continues and the performance standard does not improve in an appropriate amount of time, you must clearly state your position in writing by using the *Written Disciplinary Action Form* provided on our website. This must be completed in a formal meeting with the student employee. Signatures from the supervisor and student employee are needed. If the student refuses to sign, please note this action on the form. Please send a copy to the Student Employment Office for their records.

STEP 3: Suspension

If the unwanted job-related behavior persists, you may elect to temporarily suspend the student for a period of up to one week before moving to a release. We have provided a *Temporary Suspension Form* on our website for your use. This must accompany a formal meeting with the student employee. Signatures from the supervisor and student employee are needed. If the student refuses to sign, please note this action on the form. Please send a copy to the Student Employment Office for their records.

STEP 4: Release

Once all efforts to rehabilitate your student’s behavior have been exhausted, and you decide to release the student from your department, you must submit a *Departmental Release Form* to the Student Employment Office. This must be signed in a formal meeting with the student employee. If the student refuses to sign, please note this action on the form. All students who are terminated due to job-related behavior will receive job counseling prior to obtaining another work-study position.

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