

Corrective Action Policy

Termination of Employment

A mentor has the right to terminate a student's employment for just cause. Grounds for disciplinary action include, but are not limited to, poor performance, tardiness, absenteeism, failure to meet the job requirements outlined in the job description, and inappropriate behavior, such as excessive personal telephone calls or visits from friends during work hours.

If disciplinary problems arise, a mentor should follow the guidelines below, as they provide written documentation in the event of counteraction by the student.

If a problem arises with a student employee, follow the instructions below:

Complete the Corrective Action Form, which can be found under the Federal Work-Study forms. Once completed by the student and mentor, provide a copy to the Work-Study Coordinator for the student's file.

1. Give the student a verbal warning, stating exactly what the unacceptable behavior was and what needs to be done to correct the problem. Be sure to separate the behavior from the individual. Send a copy of the Corrective Action Form to the Work-Study Coordinator.
2. If another problem occurs (it does not have to be the same issue), give the student a written warning explaining the unacceptable behavior and what must be done to correct the problem. Send a copy of the Corrective Action Form to the Work-Study Coordinator.
3. If a third incident occurs, provide the student with a written notice of termination stating the reasons for the action. Send a copy of the Corrective Action Form to the Work-Study Coordinator.