

Disciplinary Process for Student Employees

The Office of Student Employment requires a progressive discipline process when dealing with instances warranting disciplinary action. As the supervisor, you are responsible for bringing concerns to the attention of the student; efforts should be made to offer counsel and provide an opportunity for improvement. All disciplinary actions, whether verbal or written, need to be documented and reported to the Office of Student Employment. Consequences should be clearly communicated, and it is essential that you be consistent with all student employees. Please make sure your student employees are aware of your expectations and your disciplinary measures.

Listed below are actions that may require disciplinary action:

- Excessive tardiness
- Excessive absences
- Neglect to submit timecard
- Absences without a legitimate reason
- Sloppy or unclean appearance
- Carelessness or lack of attention that results in injury to property, person, or public relations.
- Conduct inappropriate to representatives of Wittenberg University.
- Discourtesy or failure to work harmoniously with fellow workers.
- Sleeping on duty.
- Unacceptable performance of job duties.

Offenses

Level One Offense: Procedural, causing some inconvenience.

Level Two Offense: Overt violation of established policy causing extensive inconvenience and/or penalty.

Level Three Offense: Potential endangerment and/or theft.

Sample Discipline Process

Level One Offenses

- First offense: verbal warning
- Second offense: written warning
- Third offense: suspension
- Fourth offense: termination

Level Two Offenses

- First offense: written warning
- Second offense: suspension
- Third offense: termination

Level Three Offenses

- First offense: termination

Students will be issued a warning via email from the Office of Student Employment for violation(s) of Student Employment policies, and the supervisor will receive a copy of the warning. If the violation(s) continues, the student's Student Employment eligibility will be suspended, and the student's position(s) will be closed.

If a student's Student Employment eligibility is suspended, the student must make an appointment to meet with the Office of Student Employment to discuss the ongoing violation(s) that resulted in the suspension and the options for reinstating the student's Student Employment eligibility.

The Office of Student Employment will work with the student to create and agree to a plan of action to avoid further violations of Student Employment policy and reinstate Student Employment eligibility contingent upon the continued completion of the agreed upon plan of action.

If the violation(s) continue, the student's Student Employment eligibility will be suspended for the remainder of the fiscal year, and the student's position(s) will be closed. The student and supervisor(s) will be notified via email of the closure(s).

Dismissal Due to Poor Performance

Prior to terminating a student's employment for unacceptable performance, you need to take the appropriate steps to ensure that the student has been given reasonable time and opportunity to improve their work performance. Setting clear expectations, training, feedback sessions, job coaching, attendance patterns, and performance evaluations should all be documented. Disciplinary measures should be applied uniformly for all student employees and in accordance with established policies.

Grounds for Immediate Dismissal

You have the right to terminate a student's employment in extreme circumstances, including violations established by the Office of Student Conduct. Examples of violations include but are not limited to:

- Theft or gross negligence resulting in serious injury to property, person or public relations.
- Intentional time sheet falsification (incorrect hours, signing another student's card).
- Use of or under the influence of drugs or alcohol immediately prior to or during a scheduled work shift.
- Physical violence or obscene language when dealing with the public or other staff.
- Breach of confidentiality.