

## **HIRING A STUDENT WORKER**

Once a prospective student worker supervisor has selected a candidate for hire, he/she must complete a Student Employment Request Form (SERF) and submit it to the Job Placement Center prior to the first scheduled day of work.

## **EVALUATING A STUDENT WORKER**

It is the responsibility of the student worker supervisor to evaluate each student employee one time per semester and forward the evaluation to the Job Placement Center.

## **TERMINATING A STUDENT WORKER**

If termination of a student employee becomes necessary, it is the responsibility of the student worker supervisor to complete the student worker termination form and return it to the Job Placement Center for processing. The affected student worker should be informed of the action at the time the form is submitted.

A student can be terminated at any time during the semester for any of the following reasons:

- Three consecutive days absent and no contact with designated staff
- Chronic absenteeism—absent more than three times without prior authorization of designated staff
- Chronic tardiness—tardy more than three times without prior authorization of designated staff
- Misuse of college time including doing homework and conducting personal business while on the job
- Misuse of college supplies/equipment
- Falsification of any document—including time sheets
- Failure to maintain student confidentiality
- Enrollment and/or GPA drops below the minimum required by department (or below six units and a 2.0 GPA)
- Insubordination to staff
- Inappropriate language or behavior
- Use of cell phone and/or department telephones for personal use—except in the case of an emergency
- Downsizing of staff—lack of work for the student worker

## **STUDENT WORK PROGRAM IS A TEAM EFFORT**

The on-campus student work program is an important part of campus life providing many benefits to both the student worker and the campus employer. When everyone involved works together in an environment of mutual respect, the program is sure to flourish.