



Termination of Student Assistant Employment

Reasons for terminating Student Assistant employment include, but are not limited to:

Termination of Employment – by the Student Assistant

Student Assistants are expected to provide a two (2) week notice to their supervisor.

Termination of Employment – by the University Library

Termination may result from lack of Departmental need for Student Assistants.

Student Assistant Supervisors may choose to end employment with a Student Assistant if there is no longer a need for their employment. Budget constraints may also warrant ending the employment of a Student Assistant.

Termination may result from unsatisfactory job performance.

Examples: failure to report for scheduled hours, failure to follow supervisory or departmental procedures, inability to complete job expectations, excessive absenteeism, or excessive tardiness. Sufficient warning should be given.

A warning is suggested to encourage improvement of job performance. If no improvement is shown within a reasonable time, official termination should be made in writing, and a copy will be put in the Student Assistant's personnel file.

Immediate dismissal may occur if continuation of employment would be damaging to the operation of the department or library.

Examples: insubordination, failure to follow departmental policies, inappropriate conduct, or refusal to comply with directives of superiors or violation of known and acknowledged company rules. Dismissal requires written notice to the student with a copy for the Student Assistant's personnel file.

Dismissal from jobs may jeopardize future Student Assistant employment in the University Library.