



SOUTHEASTERN

LOUISIANA UNIVERSITY

Termination and Notification

STUDENT WORKERS' RIGHTS & RESPONSIBILITIES

Students have the right to terminate employment at any time without negative impact on other financial aid. Students may request other employment if their current position is not satisfactory. Students have the responsibility to abide by the rules and regulations set forth by the employing department.

RELEASING A STUDENT EMPLOYEE

The decision to release any student is entirely up to the employing department. While the following Incident Reports may be helpful, they are not required; departments may terminate students at any time. The Work-Study Office should be notified immediately when a student has been terminated.

INCIDENT REPORT (FIRST OFFENSE)

The following report will be put into your personnel file and reflects that you did not follow the guidelines that were established by your supervisor. The situation described below is considered to be a formal oral notification of a violation of the established guidelines. If you have extenuating circumstances and feel that they should be reflected, please feel free to submit a written response. The next offense of a similar nature will result in a written warning.

Name of Student Worker _____ Date _____

Described Incident _____

Supervisor's Signature _____

Student's Signature _____

INCIDENT REPORT (SECOND OFFENSE)

The following report will be put into your personnel file and reflects that you did not follow the guidelines that were established by your supervisor. The situation described below is considered to be a formal written notification of a repeated violation of the established guidelines. If you have extenuating circumstances and feel that they should be reflected, please feel free to submit a written response. The next offense of a similar nature will result in a final warning.

Name of Student Worker _____ Date _____

Described
Incident _____

Supervisor's Signature _____

Student's Signature _____

INCIDENT REPORT (FINAL WARNING)

The following report will be put into your personnel file and reflects that you did not follow the guidelines that were established by your supervisor. The situation described below is considered to be your final warning. One more violation of a similar nature and your employment will be terminated. If you have extenuating circumstances and feel that they should be reflected, please feel free to submit a written response.

Name of Student Worker _____ Date _____

Described
Incident _____

Supervisor's Signature _____

Student's Signature _____

TERMINATION REPORT

To the Student: The following report will be put into your personnel file and a copy sent to the Work Study Employment Office, which reflects, that you did not follow the guidelines that were established in the Work Study Manual and by your supervisor. The situation described below has caused us to terminate your employment. If you have extenuating circumstances and feel that they should be reflected, please feel free to submit a written response.

Name of Student: _____ SSN: _____

SLU ID # W _____ Date: _____

Described Incident (use additional sheet if necessary):

Supervisor Name (please print): _____

Supervisor Signature: _____

Student Worker Signature: _____