



## **STEPS TO TAKE WHEN TERMINATING A STUDENT EMPLOYEE**

You should counsel the student first, explain that they agreed to these hours/terms of the student position and now cannot seem to commit to their obligation. Has something happened that is preventing them from working their agreed upon hours/duties? Is there something else going on that maybe the CARE team should be made aware of.

- 1) Counsel/talk the students to find out what's going on first and try to work it out and that they understand they will have consequences with the continued missing of shifts, tardiness, sloppy work, etc.
- 2) Verbal warning with understood consequences, corrective action
- 3) Written warning with consequences, corrective action
- 4) Termination is the last resort.
- And always make a record of all 4 steps.

[http://policy.unt.edu/sites/default/files/05.033\\_StaffEmployeeDisciplineandInvoluntaryTermination\\_2012\\_0.pdf](http://policy.unt.edu/sites/default/files/05.033_StaffEmployeeDisciplineandInvoluntaryTermination_2012_0.pdf)

[http://policy.unt.edu/sites/default/files/05.042\\_GrievancePolicy\\_2012\\_0.pdf](http://policy.unt.edu/sites/default/files/05.042_GrievancePolicy_2012_0.pdf)

<http://www.untsystem.edu/sites/default/files/forms/human-resources/corrective-action-notice-11-29-16.pdf>

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