

## **Termination and Resignation Procedures**

<b>Policy/Procedure</b>
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### **Termination Procedure**

As a student employee, failure to meet your job responsibilities or to abide by department rules may result in disciplinary action. Infractions include, but are not limited to: the failure to perform job duties adequately and in a professional manner, unexcused absence or tardiness, leaving the job without permission, violating safety practices or failure to record hours worked accurately. In the event that disciplinary action is necessary, the following process will be followed to enable a review of the circumstances surrounding your behavior. Except in serious cases of rules violation requiring immediate action, the following procedures will be used by your supervisor:

1. A verbal warning by your supervisor for the first offense.
2. Documentation of the same offense a second time by your supervisor, in the form of a written warning.
  - a. A copy of the written warning must be provided to you from your supervisor, and a copy should be sent to the Student Employment Office by your supervisor.
  - b. The warning should include suggestions and a time period for correcting the unacceptable behavior.
  - c. Follow-up by your supervisor is required to ensure correction of the problem.
3. A third offense may warrant a decision by your supervisor to suspend or terminate your employment.

When adequate advance verbal and written warnings have been given by your supervisor for repeated tardiness, unexcused or excessive absenteeism, or other forms of unacceptable behavior, immediate termination of your employment may take place without further notice.

Instances that may warrant immediate dismissal from a job include:

1. Time entry that is submitted late by 2 or more pay periods
2. Falsification of your time entry record
3. Provoking or instigating a fight or coercing others
4. Willfully misusing, destroying, or damaging Dickinson College property
5. Deliberate insubordination
6. Falsifying College documents
7. Theft
8. Unauthorized possession of firearms or explosives
9. Immoral conduct or indecency
10. Consuming or being under the influence of intoxicants of any type
11. Actions which jeopardize the College's public image

### **Resignation Procedure**

## Career Services: Student Employment: Termination and Resignation Procedures

If you decide to terminate your employment, it is recommended that you give at least a two-week notice to your supervisor. In addition, the reason for termination should be discussed with your supervisor and, if desired, the Student Employment Office. If you voluntarily resign or are released from your employment, you are not guaranteed employment elsewhere on campus.

### **Related Information**

### **History/Revision Information**

**Responsible Office/Division:**

**Effective Date:**

**Last Amended Date:**

**Next Review Date:**

**Also Found In:**      Student Employment Handbook for Students