

INDIANA STATE UNIVERSITY
Career Center-Student Employment Programs
Behavioral Guidelines

Student Employment Programs Behavioral Guidelines provide guidance for communicating and coaching with a student employee to improve negative behavior and/or performance. All student employees are expected to meet performance standards and behave appropriately in the workplace. All supervisors need to lead and coach their students around professional development as you would a full-time member of the team. Supervisors should take corrective action when a student employee fails to meet expectations and/or complete responsibilities of their position, and when performance improvement attempts have not been successful.

The required steps for corrective action are as follows:

1. Documented Verbal Warning
2. Written Warning
3. Final Written Warning
4. Suspension and/or Termination*

Prior to taking a corrective action with a student employee, the supervisor should consult with the Assistant Director for Student Employment and Internships. After consultation, the supervisor will complete the Student Employment Programs Behavioral Guidelines Violation Form located at the end of this document. The form should be signed by the student employee and direct supervisor and returned to the Student Employment Programs Office.

Student Employment Programs Behavioral Guidelines does not replace nor overrule the ISU Student Code of Conduct. Should a student violate the Student Code of Conduct, the Office of Conduct and Integrity should be contacted regarding how to report the incident. In cases of serious misconduct, supervisors may choose to proceed to Suspension and/or Termination. Prior to talking to the student regarding suspension and/or termination, the student supervisor needs to speak with the Assistant Director of Student Employment and Internships with how the next steps will be addressed.

Fair Practices

In carrying out a corrective action remember:

- Any of these steps in the termination process and the corrective action steps need to be administered by the full-time employee, not a student employee or graduate assistant.

- Review your department's policies and procedures again with the student to reinforce what was discussed during the first three days of hire.
- Provide the student employee the opportunity to explain the situation from the student's point of view.
- Review the job description with the student to answer any questions and offer clarification for deliverables.
- Help the student employee improve their performance by providing specific recommendations and requirements. Include agreed upon deliverables and timelines with documentation in writing for both of you.
- Effectively communicate the consequences if the student employee's behavior and/or performance does not improve. Have the student repeat back to you how they understand the consequences.
- Make sure the corrective action fits the offense.
- Keep the corrective action process confidential between you and the student employee.
- Students have an opportunity to provide a written response to the disciplinary action that will be kept alongside the violation form for one year post incident.

Student Employment Programs Behavioral Guidelines Violation Form Policy

The Student Employment Programs Behavioral Guidelines Violation Form must be completed by the full-time employee that oversees the student or oversees the student's direct supervisor. Student supervisors and graduate assistants should not be completing the form. The violation form will be secured in the Career Center-Student Employment Programs Office in the student's Student Employment Record and will remain for one year after the date of the offense. The student employee may review the violation form(s) in his/her file by requesting an appointment with the Assistant Director for Student Employment and Internships. Student employment records are considered confidential, therefore the Student Employment Programs Behavioral Guidelines Violation Form, may only be reviewed by Student Employment Programs staff and managers or supervisors with oversight of the student employee's work. Direct supervisors requesting access to review the file must request a time with the Assistant Director of Student Employment and Internships. For questions contact Student Employment Programs at 812-237-8887.

*A suspension is when the person remains employed but is asked to not attend your place of work or engage in any work at all. There are two main types of suspension: suspension for medical or health and safety reasons; suspension as part of a disciplinary procedure (investigation).

Termination of employment refers to the end of an employee's work with this position. Termination may be voluntary, as when a worker leaves of their own accord. Involuntary termination occurs with staff reduction or firing an employee.

A student's employment could be suspended prior to termination. It's possible the employment could result in reinstatement or termination, hence the "and/or" noted above.

Career Center

Student Employment Programs Behavioral Guidelines Violation Form

Instructions:

1. Complete and return to Student Employment Programs (231 N. 6th Walkway).
2. Keep a copy for your records.
3. Document will remain in the student's Student Employment Record for one year after date of the violation.

Student Information

Last Name: _____ First Name: _____ Student ID: _____

Job Information

Job Title: _____

Department: _____

Details of Occurrence (Attach additional sheet if necessary): _____ Date of Occurrence: _____

Corrective Action Taken:

_____ Documented Verbal Warning _____ Written Warning _____ Final Written Warning
_____ Suspension/Termination

Suspension/Termination Date (if applicable): _____

I acknowledge by my signature below that I have been given the opportunity to present my views and explanations and I am signing the Student Employment Programs Behavioral Guidelines Form prior to it being placed in my Student Employment Records. My signature below indicates that the document has been reviewed with me, but does not necessarily indicate agreement. Student Conduct and Integrity may also be informed of conduct concerns if the corrective action is the result of violations of not only employment standards but also the Code of Student Conduct.

Student Signature: _____ Date: _____

Supervisor Name (print): _____ Supervisor Phone: _____

Supervisor Signature: _____ Date: _____

Student Employment Programs Use Only

Date Received: _____