Intent: To ensure the appropriate steps are followed should the need arise to terminate a student assistant from their employment in the Division of Student Affairs (DSA).

Background: CI's Statement on Non-Discrimination, CSU Executive Order 1088, CSU Executive Order 1096

Accountability: All DSA area heads and Human Resources (HR)

Applicability: All DSA supervisors and area heads

Definition(s):
Separation: The formal administrative process of ending a student employee’s relationship with the University. Separation is initiated through a Separation Clearance Form which ensures that all student employee-related access to University services, property, and facilities are ended and/or returned to the University. The separation process is used at the end of a student employee’s employment without respect to the cause for the separation. Student employees who are separated may be reinstated at a future date at the discretion of the University.

Termination: The act on the part of the University to immediately separate a student employee from their employment before the scheduled appointment end date. This will usually occur in response to a significant or repeated breach of job responsibilities, if the student is no longer in good academic or behavioral standing with the University, or if the student no longer meets the minimum qualifications as outlined in the position description. Terminations are decisions made at the sole discretion of the University without respect to the will or preference of the employee.

Resignation: The act on the part of a student employee to request an end to the employment relationship. On a formal level, this is generally executed in the form of a letter wherein the student employee states their desire to end their employment relationship with the University and the date of their last planned work shift. The resignation letter may or may not include information as to why the student employee wishes to resign. Whenever possible, the Division encourages student employees to provide the reason(s) for resignation so a resolution of concerns may occur, if possible. However, a student cannot be required to reveal the reason(s) for their resignation.
At-will Employment: California’s Labor Code specifies that an employment relationship with no specified duration is presumed to be employment “at-will.” This means, at least in theory, that the employer or employee may terminate the employment relationship at any time, with or without cause. All student assistant appointments at CSU Channel Islands are defined as “at-will.” The only exception to “at-will” employment is that employees cannot be discharged based on discrimination. At CSU Channel Islands, these discrimination exclusions are outlined in CI's Statement on Non-Discrimination.

Attachment(s): CI’s Student Employee Separation and Clearance Form

Procedure:

Phase I - Before proceeding to the steps in the termination process below, the following should occur:

1. Due process in regards to discovery/investigation of circumstances

   Termination of student employment is reserved for extreme and/or repeated cases of violating Division/area and/or CSU Channel Islands student behavioral standards, failing to meet clearly communicated and reasonable job expectations, and/or insubordination.

2. Discuss possible student termination with area head and Vice President for Student Affairs (VPSA)

   The supervisor, area head, and VPSA should be in agreement that termination is the appropriate course of action. Once that determination has been reached, please proceed with the procedure outlined below.
   a. Should the supervisor or area head have additional questions or concerns, the Associate Vice President for Student Affairs-Assessment & Strategic Operations may be consulted.

3. Initial meeting with student employee (meeting between student employee and supervisor)
   a. Discuss circumstances leading up to this point and allow the student an opportunity to provide feedback, ask questions, and/or clarify facts.
   b. After hearing the student’s information, should the supervisor believe that termination is still an appropriate response, they should inform the student of the seriousness of the circumstances, outlining possible outcomes, including termination from employment.
   c. Let the student know that they will be removed from the schedule effective immediately until a final determination is made.
   d. Inform the student employee that they will be contacted within five business days for a follow up meeting.
   e. Collect keys and other necessary items.

Phase II - Once the final decision to terminate has been reached, the steps below must be followed in this order:

1. Communicate decision to HR
   a. The supervisor will notify HR of the pending termination and provide the circumstance(s) leading up to the decision. HR may request additional information needed to finalize the termination at this time.

2. Complete and submit necessary paperwork
   a. Complete Separation and Clearance Form and indicate that the student employee is unavailable for signature (section C).

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1 This is the preferred wording provided by HR
b. Complete final timesheet to include all outstanding hours worked as well as two hours for each meeting the student attends outside of a regularly scheduled shift. In the State of California, when an employee is “called-in” to work, they are required to be paid for at least two hours of work (http://www.dir.ca.gov/dlse/faq_reportingtimepay.htm).

c. The supervisor will draft a memo/letter outlining the reason(s) for termination. This memo will be provided to the student employee in the final meeting and will be included in their file in HR.

d. Submit Separation and Clearance Form and timesheet to HR for processing. HR and Payroll require five to seven business days to process the separation paperwork and receive a final pay warrant for the student employee. Once the pay warrant is ready, Payroll will notify the supervisor of its availability for pick up. Upon receiving this notice, the supervisor should immediately schedule a meeting with the student employee.

3. Send email to Separation Chairs (separationchairs@csuci.edu) in order to end access to campus systems
   a. Include the student employee’s ID number and effective end date

4. Final meeting with student employee (meeting between student employee and supervisor)
   a. Inform student employee of decision to separate them from their student assistant position.
   b. Provide final pay warrant and copy of memo
   c. Final discussion and/or questions (this should be kept to a minimum)

Other considerations:

- A student employee may resign at any point in this process. Should this happen prior to the initial meeting with the student employee, the separation process outlined by HR should be followed: CI Student Employee Separation Process. The memo which is drafted in step two will be placed in the student employee’s file in HR in order to document the intent to terminate.

- Each student employee termination is unique. This procedure should be used as a step-by-step reference; however, there are situations in which additional steps and/or varied steps may be appropriate. This should be determined at the direction of the area head and in consultation with HR.

Additional resources regarding student employment and the termination process can be found on CI’s Human Resources Website.

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1 This is the preferred wording provided by HR

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Cindy Derrico
DSA area head’s name

Gregory Tanzelle
VPSA’s name