



Division of Student Affairs

DSA Area Name: Vice President for Student Affairs office

Effective Date: November 2, 2016

Procedure Number: VP-p001.02

Student Affairs Working Procedure on Termination of Student Employees

Intent: The Division of Student Affairs (DSA) is committed to developing students both personally and professionally. Supervisors should consider educational and developmental opportunities when addressing behavior inconsistent with expectations of the position and work environment. Supervisors should also discuss, upon hiring and during developmental conversations, the responsibility of good decision making and alternatives to termination (if appropriate). However, should the need arise to terminate a student assistant from their employment in the DSA, this procedure serves as a guide to ensure appropriate steps are followed.

Background: [CSU and CI's Diversity and Equity](#) initiatives, [CI's Student Separation Process](#), and [Student Separation Form](#)

Accountability: Vice President for Student Affairs (VPSA), DSA Area Heads and supervisors, Human Resources (HR)

Applicability: DSA Area Heads and supervisors of student employees

Definition(s):

“At-will”: At-will employment is a doctrine of American law that defines an employment relationship such that the employer is free to discharge individuals for good cause, bad cause or no cause at all, and the employee is equally free to quit or terminate the employment relationship at any time. All student employee appointments at the University 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 the [Statement on Non-Discrimination](#).

Resignation: The act on the part of an employee to request an end to the employment relationship. On a formal level, this is generally executed in the form of a letter (often called a “resignation letter”) wherein the 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 about why the employee wishes to resign. Whenever possible, we want to encourage employees to provide their reasons for resignation so we may assist them with resolving concerns. However, we cannot require an employee to reveal the reason for their resignation if they do not wish to disclose this information.

Separation: The formal administrative process of ending a person's employee relationship with the University. Separation is initiated through a Separation Clearance Form which ensures that all 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 any student's employment without respect to the cause for this separation. Employees who are separated may be reinstated at a future date at the discretion of the University.

Student Employee: For the purposes of this procedure, student employee refers to the following student classifications: 1870 – Student Assistant Academic Year, 1874 – Bridge Student Assistant, 1868 – Non-Resident Student Assistant, 1871 – Federal Work Study Student Assistant Academic Year, 1875 – Federal Work Study Bridge Student Assistant, and 1869 – Resident Assistant.

Termination: The act on the part of the University to immediately separate an employee from their employment before the scheduled appointment end date. This will usually occur in response to a significant or repeated breach of job responsibility, or if the student loses their good standing with the University. The decision to terminate is made at the sole discretion of the University without respect to the will or preference of the employee.

Attachment(s): n/a

Procedure: In the event that a supervisor believes that a student employee should be terminated from their position of employment, the following procedures must be followed to ensure compliance with legal and University employment guidelines:

- 1) **Meeting with the Supervisor/Area Head:** Upon recognition that a termination should be considered, a meeting with the supervisor and appropriate administrators (usually the Director and/or Area Head) should occur immediately. Termination of employment is reserved for extreme and/or repeated cases of violating Division and/or CSU Channel Islands' student behavioral standards, failing to meet clearly communicated and reasonable job expectations, as well as insubordination.
- 2) **Initial Consultation:** Upon the appropriate administrator's approval of a termination action, the appropriate administrator will immediately initiate a consultation with a representative from the VPSA office. During this consultation, a process and timeline will be established to begin the termination. This will include setting a date for the termination meeting with the student. The date of this meeting should be scheduled no less than seven (7) business days following the employee/supervisor meeting referenced below. A decision will also be made during this consultation about suspension pending a final decision. Other instructions may be given at this time based on the needs of the situation.
- 3) **Initial Reporting to HR:** After initial consultation with a representative from the VPSA office, the appropriate administrator will notify HR of the possible termination and the reason(s) therefore. HR can then provide any questions or requests for information that may be needed before finalizing the termination decision.
- 4) **Employee/Supervisor Meeting:** The supervisor of the employee should meet with said employee immediately and discuss the following:
 - a. The circumstances which led the supervisor to consider termination. This discussion should begin with the supervisor sharing information as well as documentation they have about the student employee's performance or behavior which gives rise to the meeting and provide an opportunity for the student to share any personal perspective and information which would be relevant to the final decision.

- 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 and outline possible outcomes, including termination from employment.
- c. The student will be advised that due to the seriousness of the issue, time is required to make a final decision. A meeting time should then be set with the student consistent with the date and time parameters determined in the initial consultation with the VPSA office.
- d. The student may be suspended from work responsibilities until the issue is settled at the discretion of the appropriate administrator. If this is the appropriate and approved course of action, the student must be advised of this along with any other related parameters (i.e., handling any work issues which may arise during the period of suspension). Whenever a suspension occurs, interruption of their Information Technology (IT) access as well as office/building access should be requested.

Second Consultation: Immediately following the employee/supervisor meeting, the supervisor must consult with the appropriate administrator to finalize a decision regarding the student employee. All student employee termination decisions must be made or approved by the Area Head.

Notification to HR: The appropriate administrator will update HR on the decision to terminate the student employee. This will give notice to HR and to Payroll to expect separation paperwork and to expedite the final pay warrant for the termination meeting, and to provide any information that may affect the timeline for the final meeting with the employee. HR may also request any required information or documentation needed to process the termination.

- 5) Initiate Termination/Separation Documentation: In order to execute the termination process, the following tasks must be completed immediately:
 - a. A Student Separation Form is completed for the employee by the department. The form is to be reviewed and signed by the Area Head.
 - i. A paper timesheet is completed for the employee by the department. The timesheet should include the time the student will spend in any follow-up meetings.
 - ii. The timesheet should be reviewed and signed by the supervisor.
 - b. Time and Labor Self Service (TLSS)
 - i. No time should be entered into TLSS for the final pay period.
 - c. Documentation of the reason(s) for the termination.
 - i. Any and all documentation will need to be prepared and included with the Student Separation Form.

Once completed, the Student Separation Form, final timesheet, as well as any additional documentation should be immediately hand delivered to the VPSA office for processing and delivery to HR.

- 6) Human Resources and Payroll Processing: HR and Payroll require at least seven (7) business days processing time to produce a final paycheck for the employee. Once the check is ready, they will notify the appropriate administrator of its availability for pick up. This check must be given to the student employee during the termination meeting as outlined below.
- 7) Termination Meeting: The supervisor of the student employee and the appropriate administrators will lead the termination meeting. In this meeting the following items will be discussed:
 - a. Summary of the circumstances which led to the consideration of a change in employment status as well as a restatement of the possible outcomes (i.e., termination, probation, resignation, etc.) that were discussed during the initial employee/supervisor meeting.

- b. The decision to terminate employment and the reasons therefore will be given to the student employee.
 - c. Other details pertinent to the separation will then be discussed. Such details could include transition of current work projects, collection of keys, the date that IT credentials will be terminated, etc.
 - d. The student will be asked to sign a copy of the Student Separation Form.
 - e. The student is given the final paycheck at the conclusion of the meeting.
- 8) Email to Separation Chairs: An email is sent to the Separation Chairs in order to complete the separation process with other campus departments. The email is sent to separationchairs@csuci.edu and should include the employee's name, employee ID number, and the effective date of action.

Additional resources regarding student employment and the termination process can be found on [CI's Human Resources](#) Website.

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