

INDIANA STATE UNIVERSITY
Career Center-Student Employment Programs
Behavioral Guidelines

Student Employment Programs Behavioral Guidelines are a reference for communicating with a student employee to improve unacceptable behavior and/or performance. All student employees are expected to meet performance standards and behave appropriately in the workplace. Supervisors may 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 suggested steps for corrective action are as follows:

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

In cases of serious misconduct, supervisors may choose to proceed to Suspension and/or Termination. 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. The Student Employment Programs Behavioral Guidelines Violation Form is located on the second page of this document and should be used when taking one of the above corrective actions. The form should be signed by the student employee and direct supervisor and returned to the Student Employment Programs Office. Supervisors should retain a copy for their own records.

Fair Practices

In carrying out a corrective action remember to:

- 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 his/her point of view.
- Help the student employee improve their performance by providing specific recommendations and requirements.
- Effectively communicate the consequences if the student employee's behavior and/or performance does not improve.
- Make sure the corrective action fits the offense.
- Keep the corrective action process confidential between you and the student employee.

Student Employment Programs Behavioral Guidelines Violation Form Policy

The Student Employment Programs Behavioral Guidelines Violation Form must be completed by the student's direct supervisor. 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 terminated status as defined in Banner. The student employee may review the violation form(s) in his/her file by requesting an appointment with the Student Employment Programs Coordinator. Student employment records are considered confidential in nature, therefore the Student Employment Programs Behavioral Guidelines Violation Form, may only be reviewed by appropriate review committees, administrative and supervisory staff. Appropriate review committees, administrative and supervisory staff requesting access to review the file must request a convenient

time with the Student Employment Programs Coordinator. Potential new managers may review the file prior to offering a position. For questions contact Student Employment Programs at 237-8887.

Corrective action is decided upon by the direct supervisor and his/her departmental supervisor. Student Employment Programs is not able to recommend an appropriate course of action or consult on what consequences should occur. Student Employment Programs' only involvement is to store the Student Employment Programs Behavioral Guidelines Violation Form in the student's file. 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.

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 terminated status in Banner.

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
_____ Suspension/Termination

_____ Written Warning

_____ Final Written Warning

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: _____