SOME GUIDELINES FOR DISMISSING THE STUDENT WORKER

There are many reasons student dismissal is necessary and student workers can be released from their FWS job at the Supervisor’s discretion. Reasons for dismal include, but are not limited to the same conditions as any other part-time employment, like not adhering to department policies and procedures, regularly missing work days/times, failure to communicate absences with the FWS Supervisor in a timely manner, and not completing work as assigned.

Probationary periods
Sometimes students cannot master the necessary skills to complete their assigned tasks. Quickly identify performance problems and communicate these problems to the student clearly so action can be taken. Special arrangements may be needed to deal with new student workers still in their learning phase. Consider setting a specific time frame in which the student is allowed to develop the necessary skills and increase job performance. Evaluate the student’s performance and have frequent discussions with the student during this period. Let the student know how well s/he is progressing. Thoroughly document everything.

Dismissing a FWS student can be difficult and should be done carefully and with consideration. Although we do not provide specific guidelines for dismissing student employees, here are some suggestions you may want to consider:

• **Never** dismiss the student via voice mail or email. Dismissals should always be done in person in a private meeting. Include only you, the student, and your supervisor if you feel it’s necessary.

• Be prepared and be specific. If you issued the student warnings and asked him to stop the misconduct or improve the poor performance, have the history of the incidences and warnings with you. (It is advisable that these be given before any dismissal).

• The employee should be given the reasons for the decision that you eventually reach. Have examples ready for discussion.

• Keep the dismissal meeting short. Simply state that you have made this decision and today is the student’s last day of FWS employment.

• Contact the Human Resources Office for suggestions and support, before the meeting occurs.

• Refer them back to the financial aid office to obtain a listing of currently available jobs on campus.