**Job Termination**

**Student-Initiated**

The Financial Aid Office encourages students to remain in their positions the entire academic year. We realize, however, that schoolwork is the student’s primary responsibility. Should a conflict arise between classes and work schedule, or the job does not allow sufficient time for studies, the student may terminate his or her employment. Students dissatisfied with their positions should attempt to work out the difficulties with their supervisor before terminating their employment. The Financial Aid Office can provide counseling for anyone having trouble. In the event, the student decides to terminate their employment, a two-week notice must be given to the supervisor, however, it is acceptable for a supervisor and student to agree upon a shorter period of notice.

**Supervisor-Initiated**

Supervisors may terminate a student’s employment for any of the following reasons: 1) the student is unable to perform tasks in an acceptable manner or 2) dishonesty or other activities requiring immediate dismissal. If an employer is not satisfied with a student’s performance, the following steps should be taken:

* Discuss the problem with the student.
* If the problem continues, write the student a letter/email describing the problem, the previously held verbal discussion(s), and a statement of consequences if the behavior is not corrected. (You may wish to give the student a particular time frame in which to correct the problem). A copy of this letter/email must be forwarded to the Financial Aid Office.
* If there is no correction of the behavior, the student’s employment should be terminated. Problems such as dishonesty or theft call for immediate dismissal from the Program. Supervisors should contact the Financial Aid Office as soon as possible in such instances.

When the Financial Aid Office receives a poor evaluation and/or termination, the Financial Aid Office will contact the student regarding the situation. If a supervisor initiates a termination for a non-negative reason, such as the completion of a project, the termination should be handled similar to a student-initiated termination with the supervisor giving at least two weeks’ notice. The Financial Aid Office will make every effort to assist in placing a student terminated for such reasons.

Intentional falsification of a time record by a student is a serious offense. The consequences are:

* The student will be immediately removed from the Federal Work-Study Program.
* The amount of Federal Work-Study awarded will be cancelled and will not be replaced with any federal or institutional assistance.
* A Termination Notice will be placed in the student’s file indicating the reason for removal.
* A referral will be submitted to the Dean of Student Services for appropriate disciplinary action.
* Payroll will be notified of the correct hours worked.
* Since federal funds are involved, authorities may be contacted.