



Student Employee Termination Procedures

Voluntary Resignation:

Student employees who voluntarily resign are asked to complete the following procedure:

- Send an email to the supervisor (copying the Office of Student Employment, ose@rollins.edu) indicating your reasons for leaving the position, as well as your last day.

Supervisors are then asked to:

- Complete the online Student Release form in Foxlink.
- Contact the Office of Student Employment (ose@rollins.edu) if you wish to post the open student position.

Involuntary Termination:

A termination will be deemed involuntary when the department makes the decision that a student employee should be released from his or her position for cause*. Supervisors must take the following steps in order to terminate a student employee:

- Provide the student with feedback (written or verbal) about unsatisfactory behavior, conduct, and/or performance.
- Give the student a plan of action for improvement.
- If the student does not improve after guidance, or if the conduct is serious in nature, email the student employee with the reason for releasing him or her and their last day of work.
- Complete the online Student Release form in Foxlink. **Note:** For involuntary releases, the supervisor must explain the reason for release as well as the steps taken to allow the student to improve.
- Contact the Office of Student Employment (ose@rollins.edu) if you wish to post the open student position.

* Examples of reasons for involuntary terminations include but are not limited to:

- Recurring unauthorized and unexcused absences;
- Refusal to do work assigned, or refusal to work properly assigned time periods;
- Recurring dress code issues;
- Intentionally falsifying entry of hours worked on time records;
- Inability to perform tasks required by the nature of the job after completion of a reasonable training period;
- Violations of the Student Code of Conduct which occur in connection with student employment;
- Violation of the College policy concerning the Privacy Act in giving out confidential information from student records.

Please Note: Work study students who are terminated for cause may have their work study award canceled, meaning that they would not be eligible for a new work study position until the following academic year.