



**On Campus Student Employee Supervisor Workshop
Performance Improvement & Terminations Fall 2020**

Questions? Contact Jamie Longnecker, JLongnecker@santarosa.edu

Performance Improvement Plans

- A. Used during the following times:
 - a. When you are requesting that a student not receive a merit increase
 - i. If you're requesting that a merit increase is not to happen, please notify Coordinator, Workforce Development Immediately so payroll can be notified before the change to pay happens.
 - b. When a student needs additional work on an expectation (i.e. excessive tardiness and/or calling out, not completing assigned tasks, etc.).

- B. Are done at the department level
 - a. Workforce Development does not track these, they are created at the department level with the supervisor and student.
 - b. Should have specific metrics to correct an issue that are clearly stated to the statement both verbally and in writing.
 - c. Specific dates for check-ins should be listed and follow through needs to occur
 - i. Ideally this won't be a long period. For more corrective
 - d. Do not forget to alert if the student has achieved these goals and it's time to reach the second tier merit increase.

Terminations

Updated for Fall 2020: If your student employee has been working remotely and has equipment and / or an @SRJC email address, there are extra steps to ensure these get returned and removed from the system immediately upon termination. Please contact the IT Department directly to determine a drop-off date and move forward with removing the student email address from the system.

- A. Located at [Termination Form](#)
- B. Involuntary Termination:
- a. Students are considered at will
 - i. While this implies you can “release a student from his or her position at any time”, best practices state that the above should occur to make sure they were given a fair chance at improving any behaviors / actions that may need to be.
 - ii. Ensure you document everything in writing
 1. This helps with the termination form (if it comes to this)
 2. This will help you ask questions of Coordinator, WFD and of HR should it become an issue / concern
- C. Table on explanations of termination reasons located on the form

Reasons for Termination	Explanation
Involuntary Termination	<ul style="list-style-type: none"> • Student is being terminated due to unsatisfactory performance, attendance issues, including many other reasons
Lack of Funds	<ul style="list-style-type: none"> • Department no longer has funding to support this position
Resignation	<ul style="list-style-type: none"> • Student has given resignation • Ideally two weeks in advance (but is not required as students are at-will employees)
Transferring to Another Department	<ul style="list-style-type: none"> • Student has taken a position with another on campus department and will be leaving the current one
Units Dropped Below Minimum Requirements	<ul style="list-style-type: none"> • Student has dropped below 6 units (12 for International students) for fall / spring semester • Student has dropped below 3 units for summer semester • Student must be removed immediately from the schedule
Student Completed Certificate or AA	<ul style="list-style-type: none"> • Student has left the JC due to completion of educational plan
Student Transferred out of SRJC	<ul style="list-style-type: none"> • Student has left the JC due to completion of local educational plan
Other	<ul style="list-style-type: none"> • Reason does not fit in any of the above reasons • Please explain in additional details