

## **Student Employment Separations**

Student employees are employees-at-will, meaning employment may be terminated at the will of either the employer or the student employee, with or without notice. Nothing herein is intended to alter the at-will status of the student employee or employer relationship.

All voluntary and involuntary separations must be communicated to the Student Employment Coordinator in the Office of Human Resources PRIOR to any action taken to ensure proper separation and secure final pay.

### **Voluntary Separation**

A student employee may choose to resign from their employment with the university for a variety of reasons. The list below can provide guidance on voluntary separations.

- **Accepted a New Job:** Voluntary resignation in good standing in which student has identified a new job offer as the primary reason for resignation.
- **Graduation/Lack of Enrollment:** Student has either graduated or dropped all classes and will not be returning to the university as a student. Student cannot work beyond graduation or when not enrolled in a student employment capacity.
- **Job Dissatisfaction:** Dissatisfied with factor(s) of the job.
- **Personal Reasons:** Voluntary resignation in good standing with no more specific reason given.

Although it is customary to provide at least two (2) weeks' notice, such notice is not required.

### **Involuntary Separation**

Because at-will employees may be terminated at any time for any lawful reason, the university does not have to demonstrate "cause" before terminating employment. However, involuntary separations must have Human Resources approval before any action to ensure proper separation<sup>1</sup>. The following types of misconduct are considered severe and the Office of Human Resources, advises all

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<sup>1</sup> Per California Labor Code, §201, an employee who is discharged must be paid wages earned at the time of termination.

student employees that engage in these acts that these actions will normally result in termination:

- Lack of performance or attendance
- Violation of La Sierra University policies (these violations may constitute immediate termination)
- Physical or verbal abuse, threatening behavior
- Theft
- Falsely reporting time worked
- Being under the influence of alcohol and/or illegal substances
- Unauthorized or fraudulent use of equipment and/or property
- Disclosure or use of confidential information for any reason

In instances where a student employee's misconduct is not severe or can be remedied, the Office of Human Resources recommends that supervisors counsel the student employee before discharge. When appropriate, supervisors should inform student employees of unsatisfactory performance or behavior and provide the student employee an opportunity to correct it. We also encourage the employing department to offer training to the employee to assist them in completing their job duties. Employing departments should be specific about what is expected from the student employee.

## **Grievance Policy for Student Employees**

### **Introduction**

As a student employee, you are a valued part of the La Sierra University community! We want you to enjoy your work experience and gain the experience that will benefit your future. As such, the University recognizes that misunderstandings may sometimes arise within the work environment.

Maintaining open lines of communication between the student and supervisor, is a good foundation for now and in the future. The underlying intent of this policy is to encourage the resolution of any grievance at the lowest possible level of intervention. Normally, such disagreements are resolved through informal discussions between the student employee and the immediate supervisor, giving the supervisor an opportunity to resolve the issue before a formal grievance is filed.

A grievance is defined as a difference, complaint, or dispute regarding the interpretation and/or application of policies and/or procedures in regards but not limited to employment, working conditions, or work hours.

Grievances or claims of discrimination and harassment based on a protected group or status are excluded from this policy as they are addressed under the *Discrimination, Harassment and Retaliation Policy* or *Sexual Misconduct Policy*.

No student employee shall be subjected to discrimination or adverse treatment for participating in a grievance procedure.

### **Procedure**

The Student Employee Grievance procedure consists of three steps:

Step 1 – Informal

Step 2 – Formal

Step 3 – Appeal

Each step has its own procedures, as set forth below.

### **Time Limits**

If a student employee waits an unreasonable length of time before submitting their grievance or proceeding to the next step, the fact-finding process could be difficult and appropriate action inappropriate. As such, student employees are strongly

encouraged to follow the time limits set form below. The Office of Human Resources may waive the time limits if extenuating circumstances prevent the timely filing of the grievance.

### **Step 1 – Informal**

In many cases, disputes over the application or interpretation of policy can be resolved through communication within the employing department or work area. As such, the first step in the grievance process is a discussion between the student employee and the supervisor or the Office of Human Resources.

- a. Talk with supervisor. The employee should promptly bring the matter to the attention of the immediate supervisor, explaining the nature of the problem and the relief sought. The supervisor should respond within (3) calendar days, if possible. If the supervisor provides an oral response to the employee, the supervisor should prepare a written record of the response, with a copy to the Office of Human Resources.

Tips for Student Employees:

- Don't assume that your supervisor already knows about your concern
- Clearly and concisely state it
- Use objective language and describe observable behaviors
- It's a good idea to put it in writing
- Being ready with possible solutions is a great demonstration of professionalism and can go a long way toward solving the problem

If the informal procedure fails to resolve the grievance, and the employee wishes to continue the matter, the employee must begin the steps of the formal procedure no later than (14) calendar days after the receipt of the superior's response.

### **Step II – Formal**

1. If a mutually satisfactory resolution is not achieved within (14) calendar days, of an informal grievance, the student should seek intervention with the department chair, director/administrator of employing department, with the aim of facilitating a resolution that is agreeable to the student and the employing department by submitting a written grievance.

- a. The written grievance should include the specific nature of the concern, dates and times of action being challenged, copies of relevant written materials, and requested remedy (see Employee Grievance form), with a copy to the Office of Human Resources.
2. The department chair, director/administrator will collect any necessary and pertinent information relevant to the employment grievance and provide a copy of the student's grievance to the employing department supervisor.
3. If necessary, the department chair, director/administrator will arrange a joint meeting between the supervisor and the student employee.
  - If a joint meeting is scheduled, the department chair, director/administrator will serve as a mediator in order to find a satisfactory resolution.
  - If a meeting with the supervisor and the student employee is not scheduled, the department chair, director/administrator will request a written response from the supervisor.
  - The department chair, director/administrator shall provide a written response within (14) calendar days of the receipt of the grievance to the student and employing supervisor, with a copy to the Office of Human Resources.
4. If a mutually satisfactory resolution is not achieved within (14) calendar days, the student should seek intervention by the Student Employment Coordinator in the Office of Human Resources with the aim of facilitating a resolution that is agreeable to the student and the employing department by submitting a written grievance.
  - a. The written grievance should include the specific nature of the concern, dates and times of action being challenged, copies of relevant written materials, and requested remedy.

5. The Student Employment Coordinator will collect any necessary and pertinent information relevant to the employment grievance and provide a copy of the student's grievance to the employing department.
6. If necessary, the Student Employment Coordinator will arrange a joint meeting between the supervisor and the student employee.
  - If a joint meeting is scheduled, the Student Employment Coordinator will serve as a mediator in order to find a satisfactory resolution.
  - If a meeting with the supervisor and the student employee is not scheduled, the Student Employment Coordinator will request a written response from the supervisor.
7. The Student Employment Coordinator will review all of the information for completeness and request any additional information from the student or employing department to ensure a thorough review of the facts and clarity of the concern. A final decision concerning the grievance will be submitted, in writing, to the student and department.

### **Step III – Appeal**

If a resolution is not reached or either party disagrees with the decision of the Student Employment Coordinator, they may seek a decision by the Director of Human Resources. The Director of Human Resources may choose to have another meeting, but it is not required before making a decision. The Director's decision is final.