

Prairie View A&M University Student Employment Office

Terminating Student Workers

Students may be terminated if their performance is deficient or if their behavior does not merit continued employment. Supervisors are encouraged to give the student opportunity to correct his or her deficiencies prior to termination. There are two types of terminations: (1) the student may voluntarily terminate their employment and (2) the hiring department may initiate involuntarily termination. **Students will not be permitted to change jobs in the middle of a semester.** Students may choose to leave their current position but will have to wait until the following semester to be rehired in another department.

Involuntary Termination is a severance from employment due to the independent exercise of the hiring department (supervisor) to terminate employment due to poor work performance or any of the items listed below:

1. Does not perform his/her job duties in a satisfactory manner
2. Is excessively tardy or absent
3. Demonstrates a poor work ethic or attitude
4. Has committed a major offense such as theft, insubordination, gross misconduct, etc.

Voluntary Termination is when a student worker decides to leave Employment for any reason based on their own decision. Students are required to provide their hiring supervisors with appropriate written notification whenever they find it necessary to terminate their current employment. Voluntary termination may include any of the items listed below:

1. Student worker changing job locations
2. Student worker job dissatisfaction
3. Student worker transferring schools or graduating (end of term)

All hiring department(s) should follow the following procedure when terminating a student employee:

- Complete an Employee Wage Request
- Include on the EWR in the justification box ***the student is being terminated and detailed documentation has been sent to the Student Employment Office.***
- Send to SEO any copies of prior written warnings, recent Performance Review Forms, and other documentation to support termination to the SEO.

- An Employee Wage Request to terminate should be created for any Federal Work Study or Texas Work Study student worker who has gone over their allocated award amount.
- Although all supervisors reserve the right to terminate a student's employment within their department at any time, any student who feels that he/she has been unjustly terminated will have the option to file a grievance with the SEO (**See Student Employment Grievance Procedure**).