



DIVISION OF STUDENT AFFAIRS
THE UNIVERSITY OF TOLEDO
Career Services

Supervisor's Guide for On-Campus Student Employees



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Rev 4/19

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OVERVIEW OF STUDENT EMPLOYMENT

Who We Are

The University of Toledo houses Student Employment in the Center Career Services. This partnership allows us to offer our students many wonderful opportunities to gain valuable work experience. Our students now have a single location to find campus and volunteer positions in the community. A position on campus or with our community partners for students with Federal Work Study awards not only provide financial assistance but allows them to gain career-related skills.

Our staff is also available to help our students develop many additional skills required for gaining employment. The University provides the students with the proper education for entering the job market. Our office helps prepare students to deliver their education and skills to employers in a complete package. We offer one-on-one assistance with job search strategies, resume development, mock interviews, cover letters and thank you letters.

Benefits of Student Employment

Benefits for students:

- Working in a supportive environment with supervisors who take an interest in students' well-being.
- You are obtaining valuable work experience and professional references for resume development.
- I am making friends with fellow staff and increasing engagement with campus life.
- Working close to class locations and benefiting from flexible hours.
- Developing critical skills, employers seek.
- I am clarifying academic and career goals.

Benefits for departments include:

- Gaining fresh perspectives from students' diverse experiences, academic knowledge, and enthusiasm for learning. Often students can provide new insights into work processes and suggest ways of improving services.
- Developing more meaningful relationships with your student workers and a stronger sense of community within the department can increase student employee retention and enhance the department's reputation and visibility among students for being a great place to work.
- Accomplishing short-term, special projects that existing staff may not have the time or specialized skills to complete (i.e., help with marketing efforts requiring graphic design or computer software skills, student outreach activities, etc.).

CLASSIFICATIONS

All student employment positions at UT are hired into one of three categories. Student Employee Exempt (includes Federal Work Study), Student Employee Non-Exempt and Student Intern (Exempt and Non-Exempt). These categories are about a student's status in the Ohio Public Employee Retirement System. A student is exempt from paying into OPERS when he/she is actively enrolled and will work no more than 28 hours per week.

Our student employees are considered part-time and are not allowed to work over 28 hours per week at any time during their employment. If the student exceeds these hours, they will be provided one written warning. If a second occurrence happens, the student will be terminated from their position. Due to new federal regulation on Employer Shared Responsibility provisions this policy is across the board for students working in any department.

<http://www.irs.gov/Affordable-Care-Act/Employers/Questions-and-Answers-on-Employer-Shared-Responsibility-Provisions-Under-the-Affordable-Care-Act>

61308 - EXEMPT Federal Work Study (FWS) Student Employee

- The student has received and accepted an award letter for the current award year from the Office of Student Financial Aid indicating a college work-study award.
- A federal grant pays 75% of the student's wages while the University pays the remaining 25%.
- The student should be actively enrolled taking at least six credit hours.
- The student may work up to, but not more than, 20 hours per week throughout the semester.
- The student will be paid the minimum hourly wage established by the Federal Government. As of January 1, 2015, the State of Ohio minimum wage is \$8.15 per hour. UT students are paid according to the higher State of Ohio minimum wage.
- Wages are paid directly to the student through the University payroll office.

61308 -EXEMPT (NON-FWS) Student Employee

- As an undergraduate, the student should be actively enrolled in classes taking at least six credit hours.
- Graduate students who have completed all required course work and are enrolled for thesis/dissertation credit may work as exempt student employees.
- While classes are in session, the student may work up to, but no more than, 28 hours per week. During breaks, student workers will not be able to work more than 28 hours a week.

61311 - NON-EXEMPT Student Employee (summer positions)

- Non-exempt student employees who are not registered for classes may work up to 28 hours per week, not to exceed 1000 hours per the calendar year. Students will pay into

OPERS. Departments hiring non-exempt student employees will be charged for OPERS contribution.

- The student must be enrolled in both the previous and subsequent semesters.
- A student employee may work as a non-exempt student worker for not more than one academic semester per academic year.
- An OPERS Enrollment form (Personal History Record) and SSA-1945 (Social Security Statement) must be submitted to Payroll.
- A new EPAF and OPERS exemption certificate must be completed to change non-exempt (61311) student employee to an exempt (61308) status for the next semester.

61321 - INTERN Student Employee

- The student works in an area directly related to his/her academic program, receives course credit and compensation for employment. The internship is coordinated by the student's academic advisor.
- A student intern may not work on-campus as an Exempt Student Employee (61308) or Non-Exempt Student Employee (61311) during the internship.
- As an undergraduate, the student should be currently enrolled.
- Payment is stated in a lump sum on the SEPA.

61904 – Stipend Student Employee

- Students are no longer eligible for stipends except student government positions.

ELIGIBILITY REQUIREMENTS TO WORK ON-CAMPUS

Academic Eligibility

In addition to enrollment specifications, the following grade point average requirements were established to enable students to meet their academic goals while being able to work part-time positions on campus. If a student does not meet these minimum academic requirements, the student will not be able to hold a job on campus.

- Grade Point Average for UT Students earning an Associates or Bachelor's degree.
 - 1.5 After attempting between 0-29 credit hours
 - 2.0 After attempting 30 + credit hours
 - Note: A student may be suspended if the student falls below a cumulative GPA of 2.0 for two consecutive semesters.
- Grade Point Average for Graduate Students.
 - 3.0 for graduate students to continue being employed on campus.
 - 2.0 for law students to continue being employed on campus

Loss of Student Employment Eligibility

A student employee whose hourly wages are paid from the 61308 (exempt) or 61311 (nonexempt) account, is no longer eligible to be paid from these accounts when that student:

- graduates from the university
- is on academic or non-academic suspension
- fails to meet enrollment requirements

To be paid on student payroll, individuals may not hold a concurrent administrative, classified, faculty, or temporary (served by an off-campus agency) staff position.

Summer Enrollment and Employment Guidelines

The summer semester is considered and treated as a separate term of employment. A new EPAF is required to initiate a summer assignment. Also, a new EPAF is required to return to a regular assignment at the start of the fall semester. An undergraduate student employee must be enrolled during the summer semester for at least one (1) credit hour to be hired as a 61308 exempt student. During the summer only, a 61308 Exempt, Non-FWS employee may work up to twenty-eight (28) hours per week.

An undergraduate student employee must have completed the spring semester and be registered for the Fall Semester to be hired as a 61311. During the summer a 61311 Non-Exempt, Non-FWS employee may work up to twenty-eight (28) hours per week.

Federal Work Study (FWS)

Federal Work Study is a federally funded, need-based student aid program. Students, who file a Free Application for Federal Student Aid (FAFSA) on an annual basis, demonstrate financial need, adhere to the Standards of Satisfactory Academic Progress, and are awarded Federal Work Study eligibility by the Office of Student Financial Aid can work as part of the Federal Work Study program. Students are notified of their eligibility in an award letter issued by the Office of Student Financial Aid. A federal grant pays the student's wages.

If the student receives a Federal Work Study (FWS) as part of his/her financial aid package, the maximum earnings limit will be listed on the student's award letter. This figure is the limit of FWS the student may earn during the period indicated on the eligibility letter. If a student receives additional financial aid during the year, Student Financial Aid may adjust the earnings maximum.

The student employee and the hiring department hold primary responsibility for monitoring the work hours and eligibility pay from the FWS account (61308) The hiring department's budget will be charged for hours worked if the student earns more than his/her Federal Work Study eligibility for the term.

Student-Athletes

Compensation may be paid to a student-athlete: (a) Only for work performed, and (b) At a rate commensurate with the going rate in that locality for similar services. Additionally, such compensation may not include any remuneration for value or utility that the student-athlete may have for the employer because of the publicity, reputation, fame or personal following that he or she has obtained because of athletic ability.

Accommodation Policy and Procedures

UT is committed to providing reasonable accommodations that will permit the employee to perform the “essential functions” of the job. The Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 (ADA) demand equal access and Require that facilities, goods, programming, and services be made accessible to people with disabilities by removing barriers and providing reasonable accommodations.

If a student employee has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment, the student should take the following steps:

1. The student should inform the Employee Group Supervisor and the ADA Compliance Officer by email and disclose that he/she is an individual with a disability and is, therefore, requesting work accommodations.
2. The student should meet with the Employee Group Supervisor and any other appropriate personnel representatives to discuss employment concerns and clarify procedures.
3. The student must complete and submit the request for accommodations form and include necessary supporting medical documentation to the ADA Compliance Officer.
4. The ADA Compliance Officer will determine reasonable accommodations and communicate the information via email to the student, supervisor, and Student Employment Specialist in the Office of Experiential Learning and Career Services.

International Students

The hiring department will complete the "Verification of Employment" form and give it to the student to take to the Office of International Student & Scholar Services (OISSS) The OISSS will verify employment eligibility and complete the I-9 form with the student, retaining the original and giving a copy to the student.

If an international student does not have an existing social security number at the time of employment, then he/she should be referred to the Office of International Student & Scholar Services. OISSS will provide the student with a letter written to the Social Security Administration. The student will take the Social Security letter, their Passport, Visa, I-20, I-94

and Verification of Employment form to the Social Security Administration office to apply for a Social Security Number.

The Office of International Student & Scholar Services will provide the student with written instructions regarding the procedure. The instructions will also indicate the importance of taking their Social Security Card to either Career Services or the Graduate School as soon as it is received (depending on the types of employment).

At the time of application, the Social Security Administration will provide the student with a receipt as proof that they have applied. The student will take the receipt, the certified true copy of their I-9 form, and the department's cover letter to the hiring department (this process is included in the written instructions given to the student by the OISSS).

The hiring department will then forward the receipt issued by the Social Security Administration and a copy of the I-9 form along with the tax forms/supporting documents and fraud form to Career Services/Student Employment for processing.

Upon completion of these steps, the student may begin working. Hourly students should submit their hours by the University procedures. The Immigration and Customs Enforcement (ICWE) limit international students with F-1 and J-1 visas to 20 hours work per week while school is in session. During official school break periods, students with F-1 and J-1 visas may work 28 hours (C.F.R. 2(f)(9)(0)J). For specific eligibility information, contact International Student & Scholar Services.

Graduate Assistant

A graduate student who has been granted an assistantship must apply to the Graduate School for approval to work outside the assistantship before accepting additional duties. A graduate student on an assistantship may exceed 20 hours of work or service per week while on contract as a graduate assistant, with permission from the Graduate School, as indicated in the chart below. However, there are certain limits for international students. The following summarizes hour per week restrictions for both U.S. citizen student employees and international student employees.

Residency Status	Fall & Spring Semesters	Summer Sessions
US citizens, nationals and lawful permanent residents of the US	As a 61308 they can work additional hours in addition to their GA position. They must get approval from Graduate College.	As a 61311, students can work up to 28 hours per week, but not while serving as a 61308 or in GA role.
International Students	Limited to 20 hours per week, per INS regulations	As a 61311, students can work up to 28 hours per week, but not while serving as a 61308 or in GA role.

THE HIRING PROCESS

Advertising a Job

All departments are required to post their open positions for a minimum of 7 days on Handshake, before interviewing. This will help ensure reasonable access for all students to all on-campus student employment opportunities. Career Services maintains Rocket Jobs (job database) which is available through the Career Services' website. Postings are automatically deactivated after eight weeks. If the position is filled before the posting is terminated, please log into your Rocket Jobs account and deactivate the posting.

Handshake can be accessed on the Career Services' website or by going to your employee tab and looking under the University Career Services options or by <http://www.joinhandshake.com>

Please note that student workers and graduate assistants are not able to be added to a departments account in Handshake. Only faculty and staff are eligible to have their accounts connected to the department account.

The University of Toledo is required to comply with Equal Employment Opportunity laws and the Fair Labor Standards Act. Failure to comply could result in charges of discriminatory hiring practices and liability assessed to the University.

Before Interviewing the Student

Verify eligibility of the candidate

- Ensure the student is currently enrolled with at least six (6) credit hours in the spring/fall or one (1) in the summer.
- Obtain information regarding prior on-campus employment to help determine employment status and required paperwork.
- Request to see a copy of the Work Study Award if you are offering a work-study position.
- Check the student's GPA.

Hiring the Student

Once you have made your choice, offer the position to the selected candidate and notify the other applicants (by telephone or email) that the position has been filled. The hiring department will pay students the normal rate for training required for the job (i.e., orientation, customer service training).

Before a student can start working all the required paperwork and an EPAF must be completed and submitted to Student Employment/Career Services office for approval.

After you have completed everything, the student still cannot start until you see their EPAF has been approved in the system. Failure to comply will lead to potential federal fines against the university. The students pay may also be delayed.

The following forms are required the first time a student is hired. All forms can be found on the Career Service website under the Student Employment Tab. The lists below indicate the correct forms to send each department.

Student Employment Forms: Mailstop 112

Forms can be found on the Student Employment website or at the link below:

https://www.utoledo.edu/success/career/studentemployment/student_employment.html#forms-both

- Personal Information Form
- I-9 Employment Eligibility - The list of acceptable documentation must appear on the reverse side of the form, SEND COPIES OF THE IDs OR PASSPORTS.
- Fraud Acknowledgement Form

Payroll Forms: Mailstop 459

Forms can be found on the Payroll website or at the link below:

<https://www.utoledo.edu/offices/controller/payroll/forms.html>

- W4 (Federal Income Tax Withholding) – complete through employee tab
- Individual state tax forms
- OPERS Request for Optional Exemption as a Student (61308)
- OPERS Enrollment form aka Personal History Record (61311)
- SSA-1945, Social Security Statement (61311)
- Direct Deposit (complete through the employee tab)

Financial Aid Forms: Mailstop 314

- Federal Work Study Contract – This is only for students who are working through an FWS.

A SEPA form should also be completed for Grants and Stipends. The SEPA takes the place of the EPAF and must be sent to Student Employment/Career Services.

The hiring department is responsible for providing the student with the tax forms and ensuring all documents are completed properly. All SEPAs must have at least two different approval signatures.

Verifying the Students

SEPA's and EPAF's: Must be approved by Student Employment before a student may begin working. It is a violation of the Fair Labor Standards Act to allow an individual to work

without compensation. If a problem exists with the SEPA & EAPF documentation, Student Employment will inform the department of the problem via email or phone call.

If the student has not worked on the student payroll for at least one year, he/she must be re-certified eligible to work in the United States by completing Immigration and Naturalization Service's I-9 form, and complete income tax withholding forms.

If a student withdraws from the university, graduates, or is academically dismissed contact HR to start the termination EAPF. In the event the student's assignment ends before their scheduled date you will need to contact HR to open the original EAPF to process the End Job. The hiring department should process a Removal for Payroll form if the assignment is terminated before the end date on the EAPF termination online.

Background Checks

All students who will be working directly with minors are required to have a background check completed before starting their position.

Departments may choose to have background checks conducted on student employees before hiring them. Please note that if you are going to background check a potential student worker everyone you are hiring for that position needs to have a check.

If you are requesting a background check for Main Campus, please have the student fill out the form which can be found on the Human Resources website under the new hires tab. Please send this form separate of their new hire paperwork if required. Departments will be billed for the cost of the background check.

Minimum Wage

As of January 1, 2015, the State of Ohio minimum wage is \$8.30 per hour. The minimum wage is expected to increase at periodic intervals. Supervisors will be notified via email of minimum wage changes. All on-campus student employees shall earn not less than the State of Ohio minimum hourly rate. PLEASE NOTE: Hourly pay must be indicated on timecards.

WORK BREAKS

Students are entitled to a:

15-minute paid break if working three (3) hours.

30-minute unpaid break if working six (6) hours.

Breaks can be taken only during the work period, not at the beginning or end of the work period. Unpaid breaks must be recorded on the timecard.

Federal law does not require lunch or coffee breaks. However, when employers do offer short breaks (usually lasting about 5 to 20 minutes), federal law considers the breaks as compensable work hours that would be included in the sum of hours worked during the work week and

considered in determining if overtime was worked. Unauthorized extensions of authorized work breaks need not be counted as hours worked when the employer has expressly and unambiguously communicated to the employee that the authorized break may only last for a specific length of time, that any extension of the break is contrary to the employer's rules, and any extension of the break will be punished.

Bona fide meal periods (typically lasting at least 30 minutes) serve a different purpose than coffee or snack breaks and, thus, are not work time and are not compensable.

<http://www.dol.gov/dol/topic/workhours/breaks.htm>

Dress Code

Included in the student handbook is a list of clothing deemed inappropriate. Each department is responsible for informing students of the dress code for their office/department.

TIME OFF POLICIES

Sick/Emergency Leave

Student employees are not entitled to sick pay. Students who are ill or have an emergency should call their supervisors before their scheduled shift.

Severe Weather

If University classes are canceled due to severe weather, students are not expected to work their regular work shifts, nor will they be paid for the work they miss. If students work in a department or facility that remains open even if classes are canceled, students should be instructed to phone their supervisors to check on work schedules for the day. If the student is unable to make it work (i.e., his/her vehicle will not start or roads are impassible), he/she should contact their supervisor as soon as possible prior to the start of the shift.

Vacation Pay

Student employees are not entitled to vacation pay.

Legal Holidays

Student employees are not required to work on legal holidays and official University holidays and are not entitled to special holiday pay. However, many University departments do remain open on certain holidays, and consequently, you may need to schedule students to work. You must notify the student in advance when he or she is scheduled to work on a legal or University holiday. The student has the option to decline to work on designated holidays. Students who choose to work on legal or University holidays are paid their normal hourly rate.

Religious Observances or Holidays

If a student requests time off in advance for a religious holiday or observance, you must accommodate the student's right to observe the holiday. Students should not be penalized for

missing work for their religious observances, but cannot be paid for time missed to attend religious observances.

Maternity/Paternity Leave

Student employees are not entitled to be paid while on maternity or paternity leave.

Voting

Students are urged to make provisions for voting on their own time. However, if their class and work schedules make it inconvenient, up to one hour of unpaid release time may be allowed, authorized at the supervisor's discretion.

Military Leave

Students are not entitled to military leave pay. If a student is called for active military duty, assess the situation on an individual basis and make arrangements with the student. Every effort should be made to ensure the student a position upon return from military duties. The student will still be required to meet standard requirements for Student Employment upon their return. They will need to be enrolled for a minimum of 6 credit hours and have the minimum required GPA.

On October 13, 1994, President Clinton signed the Uniformed Services Employment and Reemployment Rights Act -- a comprehensive revision of the VRR, USERRA became fully effective December 12, 1994, and is contained in Title 38, United States Code, at chapter 43. (Sections 4301 through 4333.

http://www.dol.gov/vets/programs/userra/userra_fs.htm

The USERRA Act applies to all employers, regardless of size, and to every employee, regardless of the length of service or part-time status (except workers employed for a brief, non-recurrent periods).

Jury Duty

If summoned, student employees are not automatically exempted from jury duty. Trials are not always short in their duration, and every effort should be made to accommodate students' work and class schedules. Student employees cannot be paid UT wages for time served on jury duty.

STUDENT EMPLOYEE JOB PERFORMANCE

Evaluating the Student's Job Performance

Student Employment recommends that students' performance is evaluated regularly. Continuous training and feedback are optimal, with written evaluations provided each semester. This not only documents students' professional performance and provides them with valuable feedback, but ensures that accurate records are kept at the department level. Should concerns arise have a verbal conversation with the student? Be sure that you document the conversation with the student. If the conversation does not resolve the issue, you should provide the student

with written documentation. There is an example of the form in the appendix of this manual and Student Employment can provide you with a digital copy. This documentation should include the concerns the employer has about the student's performance, a corrective plan of action. You need to have a formal meeting with the student, and both parties need to sign the documentation at the end of the meeting.

If a student is not meeting expected performance standards, you are responsible for addressing your specific concerns with the student, initiating a conference, and recording the problem and results. Progressive discipline should be used where applicable, including verbal warning, written warning, and finally, termination if the seriousness of the offense warrants it.

Terminating a Student's Employment

If a student's position is eliminated due to budget constraints, lack of work, or any other valid reason unrelated to job performance, the employer should give the student a two week written notice with an explanation. You must contact HRDT for the proper end date to complete removal from Payroll form and begin the End Job EPAF.

If the supervisor determines that the student employee is not performing satisfactorily, the following process is required. **Before step three is reached Student Employment must be called in to discuss the situation with the supervisor and review all documentation the department has captured.**

Step 1: Verbally discuss the necessary changes needed with the student employee and provide training, if required.

Step 2: Provide written notification to the student employee of the poor behavior/performance. Written notification should also include a performance action plan. After discussing the plan with the student, both parties should sign and date the plan. **A copy also needs to be sent to Joshua Vail in Student Employment.**

Step 3: Terminate, in writing, the student's employment stating what specific behaviors/performance issues were not corrected. Both parties need to sign off on the termination letter. – **This step cannot occur until the Student Employment & Director of Career Services have reviewed documentation.**

Grounds for Immediate Dismissal

Supervisors have the right to terminate the student's employment if he/she has been found in extreme violation of University policies, including the student code of conduct. Examples of extreme violation include, but are not limited to:

- Misuse of office/department equipment.
- Theft or gross negligence resulting in serious injury to property, person or public relations.
- Timesheet falsification (intentionally or repeatedly entering incorrect hours or signing another student's card).
- Violation of any serious infraction of the University Student Code of Conduct.

- Use of or under the influence of drugs or alcohol immediately before or during a scheduled work shift.
- Physical violence or obscene language when dealing with the public or other staff.
- Breach of confidentiality.

Resignation

Student employees may terminate their employment at their discretion. A two-week notice is suggested.

STUDENT EMPLOYEE GRIEVANCE PROCEDURE

Step 1: The student requests a meeting with his/her supervisor regarding the issue.

Step 2: If the issue is not resolved by speaking to the supervisor, the student employee may submit a written appeal to the Director of Career Services. At that time, the Director of Career Services will meet with the student and supervisor separately, then the student and his/her supervisor together, if necessary, to resolve the student's issue. The Director of Career Services gives a decision on the issue.

Step 3: The student may appeal to the Director of Career Services decision to a Student Employment Hearing Committee. This committee consists of the Student Employment Specialist (Committee Chair), representatives from Payroll, Financial Aid/Registrar, Human Resources and two students. The student submitting the written grievance would need to appear before a quorum of the committee. A two-thirds majority of those present is needed for each decision; this committee's decision is binding.

NEPOTISM

Exempt and Non-Exempt student employees may not be hired for or promoted to positions in which they would supervise directly, indirectly (with one level between) or be subject to the immediate supervisor by a member of his/her immediate family. Immediate family is defined as spouse, mother, father, son, daughter, brother, sister, half-brother, half-sister, aunt, uncle, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparent, stepparent, and legal guardian or another person who stands in place of a parent. The supervisor is defined as responsibility for the following areas hiring, job performance evaluation, scheduling work hours, assigning job duties, discipline, censure, demotions, promotions, awarding rate increases and substantially influencing such actions for or against student staff.

Frequently Contacted Phone Numbers

Career Services 419-530-4341	Student Disability Services 419-530-4981
Financial Aid 419-530-8700	Office of International Student & Scholar Services 419-530-4229
Graduate Studies 419-530-4723	Payroll 419-530-8780
Student Employment 419-530-8553	Human Resources - EAP Questions 419-530-1402
Military Service Center 419-530-1392	Director of Campus Accessibility and Student Disability Services 419.530.2522

Appendences
Student Performance Documentation
Materials



Employee Corrective Action Form

Employee Information

Employee Name: _____ Date: _____
Employee ID: _____ Job Title: _____
Superv: _____ Department: _____

Type of Warning

Verbal Warning (previously issued) Written and Final Warning Immediate Termination

Type of Offense

Tardiness/Leaving Early Absenteeism (previous verbal) Violation of Office Policies
 Substandard Work Violation of Safety Rules Rudeness to Customers/Coworkers
 Other: _____

Details

Description of Infraction: _____

Plan for Improvement: _____

Consequences of Further Infractions: _____

Acknowledgement of Receipt of Action

By signing this form, you confirm that you understand the information in this warning. You also confirm that you and your manager have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning.

Employee Signature

Date

Manager Signature

Date

Witness Signature (if an employee understands warning but refuses to sign)

Date

Student Name: _____

Date	Reason for Conversation