

APPENDIX A

STUDENT EMPLOYEE DISCIPLINARY REPORT

Student Employee Name: _____

Date: _____

Position/Title: _____

The following disciplinary action was taken:

Verbal Written Warning Review of Performance Suspension Dismissal

The reason for this action is:

Tardiness Absenteeism Poor Performance

Other, please explain _____

The following is a description of the circumstances that prompted this action:

The Student employee is expected to meet the following standard of performance in the future:

Employee Comments:

To evaluate performance, a follow up meeting has been scheduled for _____

Supervisor's Signature: _____

Date: _____

I have read this report and its contents have been discussed with me. I understand that any further violation may result in additional disciplinary action, including the termination of my employment with the Division.

Student Employee's Signature: _____

Date: _____

NOTE

REVIEW - Indicates actions are to be monitored and student will be placed on probation for one complete pay period cycle. Student will then be required to meet with supervisor to discuss any other action deemed necessary to satisfy terms of review period. A copy of this letter **will be placed in student's personnel folder.**

TERMINATION - Students who have received a warning and review with no improvement on stated issues (or if new issues arise) will be terminated and a copy of this letter **will be placed in student's personnel folder.**

Concerns should be discussed with supervisor within 2 days of receipt.

RULES OF CONDUCT

The appropriate DMA supervisor is to be contacted regarding any potential violation of the Rules of Conduct and before disciplinary action is taken. The following behaviors are unacceptable:

- A. Abusive, threatening, or coercive treatment of another employee, student, or a member of the general public.
- B. Reporting for work in an unsafe condition. This includes, but is not limited to, being under the influence of alcoholic beverages or drugs. An employee who so reports shall be sent home without pay.
- C. Knowingly admitting an unauthorized person or persons into any locked or restricted building or area of the campus.

Workplace Threats, Violence, and Weapons

This policy has been greatly expanded, and now includes sections on Prohibited Conduct, Dealing with Confrontation, Reporting, Enforcement and Discipline, and Risk Assessment.

The Division of Multicultural Affairs shall be consulted regarding the consistency of rule interpretation and appropriateness of the penalty being applied for violation of any of the following Rules of Conduct.

For violation of any of the following rules, a student employee shall be subject to penalties ranging from a formal written warning notice up to, and including, discharge.

- A. Neglect of duty.
- B. Insubordination or refusal to comply with employer's instructions, unless such instructions are injurious to the employee's safety and health.
- C. Immoral or incident conduct:
 - 1. Conviction of a felony;
 - 2. Conviction of a misdemeanor involving moral turpitude while an employee of the University;
 - 3. Violation of local, state, or federal law, which causes unfavorable publicity to the University, impairs the credibility of the employee to perform the employee's job, or is otherwise connected to University employment.
- D. Intentional falsification of personnel records, payroll reports, or other University records.
- E. Theft, intentional destruction, or defacing of University, employee, or student property.

APPENDIX B (continued)

- F. Deliberate or careless conduct endangering the safety of self or other employees, including the provocation or instigation of violence.
- G. Consuming alcoholic beverages while on duty, except at approved University functions, or the possession or consumption of illegal drugs.
- H. Abusive, threatening, or coercive treatment of another employee, student, or member of the public.
- I. Reporting for work in an unsafe condition. This includes, but is not limited to, being under the influence of alcoholic beverages or drugs. An employee who so reports shall be sent home with pay pending investigation.
- J. Knowingly admitting an unauthorized person or persons into any locked or restricted building or area of the campus.
- K. For other offenses of equal magnitude to the above.

When a student employee engages in conduct in violation of the rules and the conduct is committed off-duty and not on University property, discipline action upon the employee may result, up to and including discharge, whenever the conduct causes unfavorable publicity to the University, impairs the credibility of the employee to perform the employee's job, or is otherwise connected to employment at the University. Conduct that is off-duty but on University property or that is directed toward University students, employees, representatives, or property is always connected to employment at the University. Likewise, conduct that is on duty but off University property is always connected to employment at the University.

APPENDIX C

ATTENDANCE POLICY & DISCIPLINARY ACTION

Absenteeism

If an emergency arises and an absence is anticipated, the student must call the DMA call-in line at (269) 387-3317 or immediate supervisor. Excessive absenteeism may lead to sanctions or termination.

Tardiness

Student employees are considered late if they are not punched in at the scheduled time. Students will receive a formal warning after the third occurrence (see below).

Poor Performance

Deviation from stated responsibilities and expectations may result in disciplinary action, up to and including dismissal (see below).

Outline of Disciplinary Action

Type of Offence			Disciplinary Action	
3 Absences	1 No-Call / No-Show	2 Tardies	Poor Performance	Verbal Warning
5 Absences	2 No-Call / No-Show	3 Tardies		Written Warning/Reprimand
7 Absences		4 Tardies		Review of Performance
8 Absences				Suspension/Reduction in Work Hours
10 Absences of More	3 No-Call / No-Show			Termination

Progressive Discipline

The DMA attendance policy and disciplinary action process require that discipline, where appropriate, will be progressive in nature. Under normal circumstances, a supervisor should administer discipline that becomes more severe if a student employee continues to violate the same or similar rule. The stages of progressive discipline are verbal warning, written warning/reprimand, suspension/reduction in work hours, and discharge.

1. Verbal Warning — Verbal statement to student employees that they have violated a rule and/or regulation and that such violation may not continue. (Document this step for the student employee and a copy should go into the employee file).
2. Written Reprimand — Formal notification in writing to student employees that they have violated a rule and/or regulation. (A formal reprimand letter is given to the employee and a copy goes in the employee file).
3. Suspension/Reduction in work hours — Loss of work and wages for a specific number of hours or days, but not for more than one (1) work week, depending on the severity of the offence. Notice of suspension is provided to the student employee in writing. (A formal suspension/reprimand letter is given to the employee and a copy goes in the employee file).
4. Discharge — The employer-employee relationship is severed. (A formal discharge letter is given to the student employee and a copy goes in the employee file).

Depending upon individual circumstances and the nature of the rule violation, a supervisor may follow the progression at a different pace. For instance, serious offenses may merit skipping one or more stages. Extremely serious offenses may warrant discharge without prior warning.

Each of these stages of discipline, including the verbal warning, must be documented in writing and given to the student employee with a copy going to the employee file.

STATEMENT OF CONFIDENTIALITY

As an employee of the Division of Multicultural Affairs, you may be handling confidential information about our operations and the students and patrons we serve. The people you serve have the right to privacy, and it is your responsibility to protect the privacy. It is our policy not to discuss confidential information outside the work area. Some examples of this information include, but are not limited to: social security numbers, addresses, phone numbers, facility access information, health history/medical information, testing results, academic progress reports, and student conduct hearings.

No one is to give confidential information to media reporters, photographers, other employers or supervisors, friends, or relatives. No information containing confidential information is to be duplicated or distributed outside the DMA department without the written consent of the individual involved.

One must refrain from having conversation about confidential information outside the work area. Casual conversations that include confidential information may be overheard and, thereby, violate the right of privacy of others.

By signing this statement, you are confirming awareness of DMA statement of confidentiality and agree to follow the policy. This statement will become part of your employee personnel file.

Signature of Employee

Date

Signature of Witness

Date

EMPLOYEE AGREEMENT

I, the undersigned have been made aware of the responsibilities and expectations outlined during the student employee orientation. By signing this, I agree that I can and will perform all job duties. In addition, it will be my responsibility to review the WMU Student Code and adhere to the policies there in: <http://osc.wmich.edu/docs/2007%20Student%20Code.pdf>.

Student Signature: _____ Date: _____

Print name here: _____

APPENDIX F

STUDENT EMPLOYEE 30-DAY PERFORMANCE EVALUATION

Employee Name: _____ Supervisor Name: _____

Position Title: _____ Program Name: _____

Position Number (if applicable): _____

Rating Scale: 1 – Unsatisfactory 2 – Needs Improvement 3 – Average 4 – Good 5 – Outstanding

1. Employee's skills relative to the job	1	2	3	4	5
2. Employee's abilities to learn the work required for the job	1	2	3	4	5
3. Employee's quality of work	1	2	3	4	5
4. Employee's quantity of work	1	2	3	4	5
5. Employee's cooperation and acceptance of instructions and regulations	1	2	3	4	5
6. Employee's ability to get along with co-workers, staff, and the public	1	2	3	4	5
7. Employee's attendance (absences and tardiness) record	1	2	3	4	5

Additional comments on the employee's performance: _____

Recommend to Continue Employment with DMA: **Yes** **No**

Date for Next Evaluation: _____

Supervisor's Signature

Date

ESC Committee Member's Signature

Date

Employee's Signature (indicates receipt of report)

Date

After completing the form and obtaining the appropriate signatures, make two copies; forward one copy to the student and one copy to the DMA Administrative Assistant for filing.

APPENDIX G

STUDENT EMPLOYEE SEMESTER-END PERFORMANCE EVALUATION

Employee Name: _____ Date: _____
 Position Title: _____ Position Number: _____
 Program Name: _____ Evaluator: _____

Comments, explaining any **superior** rating(s), are **required**. Use additional sheet(s) of paper to elaborate.

Management/Organizational Abilities

Leadership and Initiative	Superior	Good	Average	Poor	NA
Motivation & Delegation Skills	Superior	Good	Average	Poor	NA
Organizational & Planning Skills	Superior	Good	Average	Poor	NA
Prioritizing Skills	Superior	Good	Average	Poor	NA
Problem Solving Skills	Superior	Good	Average	Poor	NA

Interpersonal Abilities

Communication Skills	Superior	Good	Average	Poor	NA
Conflict Management Skills	Superior	Good	Average	Poor	NA
Empathy Skills	Superior	Good	Average	Poor	NA
Human Relations Skills	Superior	Good	Average	Poor	NA
Resourcefulness	Superior	Good	Average	Poor	NA

Professionalism

Attendance & Punctuality	Superior	Good	Average	Poor	NA
Attitude	Superior	Good	Average	Poor	NA
Dependability	Superior	Good	Average	Poor	NA
Initiative & Achievement	Superior	Good	Average	Poor	NA
Judgment	Superior	Good	Average	Poor	NA
Knowledge	Superior	Good	Average	Poor	NA
Professionalism	Superior	Good	Average	Poor	NA
Quality of Work	Superior	Good	Average	Poor	NA

OVERALL PERFORMANCE Superior Good Average Poor NA

Comments: _____

 Employee Signature Date Evaluator Signature Date

Superior = Consistently Supersedes Expectation; No Room For Improvement
Good = Consistently Meets Expectation Limited; Room For Improvement
Average = Meets Expectation Some; Room for Improvement Needed
Poor = Does Not Meet Expectation; Need For Improvement
NA = Does Not Apply

Please provide a copy of this evaluation for the student employee.