

University of Maine Orono  
On-Campus Disciplinary Procedures for Student Employees

The goal of the hiring department should be to foster constructive feedback and to identify the specific areas of performance that need improvement. We recommend that the employer **document all meetings** and provide the student with **documentation clearly stating the problem(s), course(s) of action and consequences should the student fail to meet the expectations.**

It is highly recommended that your department have a written termination policy that is communicated to your student employees upon hire. This termination policy could include:

- What constitutes immediate termination from the department?

and

- Are there performance issues you are willing to work with to correct? If so, what is the time frame for correction?

Student employees are what is called “at will” employees, indicating that their contract to work can be terminated at any time. Typically, the end of a student employee’s work contract is due to one of the following reasons:

- Low or unpredictable work attendance
- Releasing confidential information
- Not abiding by department safety procedures
- Theft (of property or misreporting of time worked)
- Unauthorized use of property or equipment
- Failing to complete mandatory student trainings
- Failing to complete mandatory federal tax paperwork
- Failing to maintain at least half-time enrollment
- Physical/mental abuse, harassment, or exploitation in any form to others in the workplace
- Inappropriate language
- Job has been completed; no longer need for the position
- Violation of UMaine Drug and Alcohol policies

This list is not comprehensive and other reasons for termination may present themselves. Supervisors are within their rights to terminate employees who are unable to complete specific tasks that they were hired to complete.

If at any time during employment, the student employee's job performance or conduct is unsatisfactory or the employee has exhibited job performance or behavioral problems of

a serious nature, the employee should be advised **in writing** of the problem. This notice should include the corrective actions to be taken and the consequences, should the corrective actions not be met. This action does not necessarily precede termination.

We recommend notifying a student employee at least two weeks prior with a written notice identifying upcoming termination, when possible, except in cases where students are no longer eligible for student employment or are in violation of University rules, or where the student has already been informed of consequences following a behavior.

**Steps for reviewing disciplinary procedures:**

1. Meet with the student to review their job description and expectations.
2. Acknowledge both the student's strengths and weaknesses.
3. Discuss steps to improve the student's performance, including an expected time frame for improvement.
4. Inform the student that failure to meet these expectations may or will result in dismissal.
5. If you must terminate a student, always provide the student with documentation explaining the reason(s) for the termination.
6. Submit a [Change Form](#) indicating job termination to our office, as well as reason for termination.

Clearly identifying expectations from the start can help avoid disciplinary action in the future.

**If you have concerns regarding potential wrongful termination based on disability or discrimination, please contact Student Accessibility Services and/or the Equal Opportunity Office. Any other questions or concerns should be directed to the Human Resources Representative of the department you are working for.**

Equal Opportunity Office: (<https://umaine.edu/eo/>)

Student Accessibility Services: (<https://umaine.edu/studentaccessibility/staffcontact/>)

Please note that illnesses such as, but not limited to, the flu and mono are not long-term illnesses and do not qualify under the Americans with Disabilities Act.