**CAMPUS EMPLOYMENT**

 Office of Career and Student Development |Student Center

Sandel Hall 139

700 University Avenue, Monroe, LA 71209 | Phone: (318) 342-5338

Email: **campusjobs@ulm.edu** | URL**:** [**ulm.edu/careerdevelopment/campus-employment**](https://www.ulm.edu/careerdevelopment/campus-employment/index.html)

STUDENT WORKER JOB SEPARATION/TERMINATION FORM

**Academic Year: Select One: 03 Worker ** **04 Worker**

# Student Name: CWID:

**Student Job Title: Department:**

# Supervisor: Supervisor Phone#:

**Supervisor Email: Last Date of Employment:**

**Part I: Type of Separation:**

 **Voluntary Separation:** The student has decided to resign from the above position due to the following reason(s): Position eliminated - Date eliminated:

Student has never shown up for work

Job Dissatisfaction (Attach Resignation Letter) Found New Campus Job (Attach Resignation Letter)

Other:

 **Termination:** The student has been terminated from the above position due to the following reason(s): Poor Performance

Behavioral Misconduct Poor Attendance

Falsification of time worked reported on timesheet Violation of University Policies

Other:

**\*\*Discipline Procedures:** In compliance with the termination policies set forth in the *Student Employment Manual:*

A verbal warning was given Date:

A written warning was issued Date:

Other:

# Part II: Signatures:

I/We certify that the terms of this separation/termination of employment have been discussed, the proper steps have been taken, and appropriate documentation is attached.

Employee Signature: Date:

Supervisor Signature: Date:

***Submit original document to:*** *03 Worker – Human Resources or 04 Worker – Career Development*