

Student Official's Disciplinary Points System

Introduction

The point system allows for the uniformity of disciplinary consequences, resulting in an objective disciplinary system. As a part of write-ups, student employees will be assessed points for each disciplinary policy violation. Shift reports will serve as the primary source of information regarding employee actions. However, professional and graduate staff observation and Asset reports will also be used to monitor employee performance.

Points

Points will be assigned as follows:

Action	Points
missed shift*	3 pts.
Disrespectful or improper behavior	2 pts.
Leaving a shift early	2 pts.
Failure to comply with authority, policies, or procedures	2 pts.
Unexcused absence from staff meeting	2 pts.
Tardy equal to or less than 10 minutes	1 pt.
Dress code violation	1 pt.
Cell phone use	1 pt.
Personal phone calls	1 pt.
Studying, playing games, on internet, etc. while on duty	1 pt.

*Shifts missed due to illness, organization meetings, interviews, labs, supplemental classes, special occasions, etc. will result in the assessment of 3 points per shift. Missed shifts can be remedied by utilizing the substitute system (no points are assessed when a substitute is used).

Notification of Points

Student employees will be notified via e-mail of points as they accrue. In addition, each student employee will receive a print-out of their point total at monthly staff meetings. Student employees may inquire about their point total at any time throughout the semester.

Protests

Points will be assessed for all actions. However, situations such as family emergencies, death in the family, etc. inevitably arise. If you feel that your situation is an exception and the points assessed are unjustified, you may submit a protest form. All protest forms must be completely filled out and submitted to the designated person within 10 days of the notification of points. Protest forms are available at the front desk. Protests will be reviewed by the facilities professional and graduate staff during bi-weekly meetings. Student employees filing protest will be notified via e-mail concerning the outcome of their protest.

Consequences

The following consequences will be applied as a part of the point system:

Consequence	Points
Automatic employee termination	10 pts.
Probation period and doubling of points*	6 pts.

*When a student employee accrues 6 points, he or she will be placed on two weeks probation. During the probationary period, employment will be automatically terminated if any additional points are accrued. In addition to the probationary period, additional points will also be doubled for the remainder of the semester or seven school weeks, whichever is longer. For example, after 6 points have been reached, additional missed shifts begin to count as 6 points, a staff meeting absence as 4 points, etc.

Exceptions

In addition, employment may also be automatically terminated for actions outlined in the student employee handbook.

I certify that I have read and understand the Student Employee Disciplinary Points System.

Printed Name: _____ Signature: _____ Date: _____