

Student hourly dismissal guidance for SSC's

1. Student hourly dismissals occur at the departmental level.
2. If contacted by a department with questions, refer to Human Resource Management, Employee Relations section.
 - a. ***Remember: Disciplinary matters concerning 3G's must be forwarded to the Employee Relations Section. GTA's are covered by a Memorandum of Agreement, thus are not to be dismissed, unless a voluntary resignation, without the review and involvement of HRM.***
 - b. Questions concerning student counseling, both student hourly and 3G, should be forwarded to HRM.
3. Inform department that student hourlyies should be notified of dismissal and the effective date in writing.
 - a. If template requested, have department contact HRM.
4. Inform the department to encourage the student to contact International Programs (at 864-6161) as dismissal may impact visa status.
5. Student dismissals should not be retroactive unless the person has not been working.
6. A copy of the dismissal letter should be attached to the PAF.

Contact Employee Relations for unique situations, concerns, and/or questions involving the student disciplinary process.

As of November 7, 2016