

Library Student Employment End of Assignment

Student name: _____

Date: _____

Department: _____

Supervisor: _____

Reasons for Ending Job Assignment: (Please check the appropriate box)

Federal Work Study Award Exhausted

Spring	Summer	Fall
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No hours available for Next Semester

Verbally Counseled On :

Date:

Date:

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Reason(s) for Termination

(Please enter the dates of incidents)

Dates	Dates	Dates	Dates
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No Call / No Show (upon second incident)

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Excessive Lateness

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Unscheduled absences (& didn't obtain coverage)

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Not Carrying out duties as assigned

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Not being courteous or helpful to patrons or staff

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Incomplete assignments

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Excessive Use of Cell phone (calls / texting) while on duty

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Other: (Be specific)

Reasons for Immediate Termination - (Please check the appropriate box)

Date:

Failure / Refusing to follow supervisor's Instructions

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Discourteous treatment, abuse or harassment of any nature of the public or coworkers

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Reporting to work under the influence of alcohol or drugs

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Falsifying Records (including time sheets) or inappropriately altering of library records

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Breaching confidentially

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Theft of Library property

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Violation of the University Student Conduct Code

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Other: (Be specific)

Comments:
