

Disciplinary Procedures

Our desire is that student assistants will take their positions in the library seriously and not require disciplinary actions. Attached is a copy of the warning form. Serious infractions may result in immediate termination. Three unexcused absences will result in termination.

In the event that disciplinary measures are necessary, these procedures will be followed:

- 1st incident: verbal warning
- 2nd incident: written warning
- 3rd incident: termination

Warnings may be issued for but are not limited to the following:

- Non-compliance with student assistant guidelines
- Unsatisfactory work performance/patterns of inefficiency
- Disrespect or rudeness toward library patrons or other employees
- Use of work time for socializing, talking on the phone
- Repeated tardiness
- Unexcused absences
- Misuse or abuse of equipment
- Failure to complete time sheet daily

Students may be terminated immediately for the following violations:

- Theft or dishonesty
- Insubordination
- Disrespect for fellow employees, library staff, or library users
- Unauthorized use of or damage to University or employer property or areas
- Communication of confidential information
- False reporting of hours worked on time sheets
- Property damage
- Job abandonment
- Substance abuse
- Sexual harassment or misconduct
- Discrimination/vilification
- Any other conduct or actions prohibited in the Student Handbook

[Excerpted from "Guidelines for Student Personnel" from Benedictine University]