

HUMBOLDT STATE UNIVERSITY

EMPLOYEE RELATIONS – STUDENT EMPLOYMENT

Nondiscrimination

Humboldt State University maintains and promotes a policy of nondiscrimination and non-harassment of individuals regardless of sex, age, ethnicity, religious preference, disability, medical condition, sexual orientation, veteran status or marital status.

Performance Evaluation

It is important for supervisors to let student employees know, either formally or informally, how they are doing. While not mandatory, a periodic written evaluation of their work performance is recommended. The evaluation process can be used to identify the student's employment strengths and weaknesses, and to reinforce the supervisor's expectations.

Employment Problems

Employee/employer problems are best resolved at the department level. Should a student employee have a problem, issue, question or complaint regarding student employment, he/she should:

1. Discuss the issue with the assigned supervisor.
2. If the issue is not resolved by this discussion, contact the University management employee who is the head of the unit. Resolution of the issue at this level is final.
3. Termination

Student employees are hired on an "as needed" basis and are not appointed for any specified period of time. Their employment is temporary by nature and may be terminated at any time by the supervisor or the student employee. It is recommended that reasonable notice be given, if possible.

A written termination notice to the student is not required.