

# EMPLOYMENT INFORMATION

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## ENDING EMPLOYMENT

Student employees who choose to resign must follow the resignation procedures for their employing department and submit written notice prior to the actual resignation date. Generally, a two-week notice is the standard. If you resign, you are expected to work through your last scheduled shift of the resignation notice period. Failure to work through your last scheduled shift may result in ineligibility for future employment with Housing.

### Future Employment Eligibility:

There are certain scenarios at the time of separation in which a student's future employment eligibility with University Housing can be impacted, as indicated in the chart below:

| Separation Reason                                                            | Impact to Future Employment Eligibility                                             |
|------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Resigned with Notice<br><i>*2 week notice/completion of responsibilities</i> | None                                                                                |
| Resigned without Notice                                                      | Eligibility is lost but will be reinstated 4 months from the date of the separation |
| No Show at Orientation                                                       | Eligibility is lost but will be reinstated 4 months from the date of the separation |
| Termination due to disciplinary action                                       | *Future Eligibility is based on work rule violation                                 |

Employees who resign without notice or who are terminated for disciplinary reasons will have an impact on their future employment eligibility with University Housing. If a student employee's employment eligibility with University Housing is impacted, they will be notified by their supervisor.

For disciplinary actions that result in termination, the terminated individual will be assigned a category for future employment eligibility, based on the violation that caused the termination. Additionally, depending on the work rule violation resulting in the disciplinary action, there may be impacts to future or concurrent appointments with University Housing. The termination letter will indicate which of the following employment eligibility categories is assigned:

- Reinstatement eligibility for employment with University Housing after 4 months
- Review eligibility for employment with University Housing after 4 months
- Permanent bar of employment eligibility with University Housing

\*If the terminated student has another job (current and/or future) with University Housing, and the violation is in the "review eligibility after 4 months" category or the "permanent bar of employment eligibility" category, the current and/or future jobs will also be terminated. If the violation is "reinstatement eligibility after 4 months", the current and/or future jobs will not be impacted. Please see the [Filing an Appeal and Review of Employment Eligibility](#) for information on eligibility categories.

If an employee is terminated or receives formal disciplinary action and they disagree with either the action/decision, or the work rule that was identified as being in violation of, they may file an appeal, in accordance with the Appeal/Review Policy.

#### Live in Stipend Staff: Status of Residence Following Termination and During Appeal

If a live-in Residence Life stipend staff member is terminated from their current position, they will be required to immediately return room keys and relocate to another room in University Housing or off campus. Terms of this relocation are based upon the impact to the community. The relocation may occur any time between the initial investigation and the termination decision.

If the staff person appeals the termination decision, they will remain in alternative housing until the appeal process is complete. Living arrangements between the termination decision and the appeal decision are the responsibility of the student, not the department.

#### Live in Stipend Staff: Status of Employment Following Termination and During Appeal

Stipend staff will be asked to return office keys and staff ID upon termination. Additionally, the stipend and food account will be prorated based on the last day of employment. The staff e-key access and the housing email account will be terminated starting on the effective date of their termination as outlined in their letter, while the stipend staff member is going through the appeal process.

While student employment has its benefits, it also comes with responsibilities. Some work rule violations are also violations of the [Universities of Wisconsin Code of Conduct](#) and/or [University Housing Resident](#) Policies. Further follow-up and action on these violations may come from University Housing Residence Life (Housing residents) or the Office of Student Affairs (off-campus students).

Additionally, violations of the Universities of Wisconsin Code of Conduct or University Housing Resident Policies may also affect your employment with University Housing. The employment status of Housing residents is reviewed immediately when a resident is dismissed from the residence halls, or banned from a particular space. Depending on the circumstances of the dismissal or banning, the resident's employment with University Housing may be ended.