SANTA ROSA JUNIOR COLLEGE

Student Employment Office

Student Employee Termination of Employment

Student employees terminate employment at the College for several reasons. The most common types of termination are:

_____ **Lack of Funds:** Position may be terminated because of lack of funds. In such cases, you should provide as much notice as possible to the affected student employee.

_____ **Resignation:** Student employee should inform you at least two weeks in advance when planning to terminate employment.

_____ **Involuntary Termination:** Student employee may be terminated for lack of required enrollment units, unsatisfactory work, misconduct, or abuse of drug and other performance-inhibiting substances.

_____ **Other:** _____

_____

Please check one of the above reasons for termination. You must notify the Student Employment Office when a student employee has terminated by submitting this form along with the original timesheet.

Questionnaire

Please fill out this questionnaire regarding student's performance.

Student name: _____

Social Security # _____ Date of termination: _____

Would you rehire this student? _____ Yes _____ No

Comments: _____

_____

_____

_____

_____

_____

_____

Supervisor **Department** **Date**