Student Termination-For Cause

1. Please contact Viki Dimick viki.dimick@oregonstate.edu and copy your AABC Student Employment representative, Mary Dobie Mary.Dobie@oregonstate.edu or Marcia Ward Marcia.Ward@oregonstate.edu, when a student employee termination involves a termination for cause.

 Please provide:

* + A brief justification explaining why you would like to remove the employee
	+ How the employee knew that the reported behavior was not acceptable

***\*Please note student employees are at-will employees and should not be construed as other than at-will employees.  The reason for the justification is to ensure the philosophy of student employment is upheld- on-campus as a learning experience and prepare a student employee for future employment upon degree completion.***

1. Viki will review the termination request and notify the AABC Student Employment Team of the approval to terminate the student employee.
2. The AABC Student Employment Team will work in collaboration with the supervisor and our MU Payroll Office to complete the termination process, which may include termination pay in accordance with

BOLI Wage and Hour Law.  <http://www.oregon.gov/boli/WHD/docs/statelawswages_english.pdf>