Student employment is considered temporary work, and many jobs are short in duration; therefore, the corrective action procedure is greatly abbreviated. However, as with regular employees, the intent of the process is that the student employee be helped to restore his/her performance or conduct to a satisfactory level and consistently maintain that level. Corrective action is a tool of growth and should be administered in a consistent, professional manner.

In general, the procedure is speaking to the student in private to explain the nature of the problem and suggesting an appropriate course of action for him/her to remedy the problem. Should this approach not succeed or should the problem be of a more serious nature, a verbal warning may be given, explaining the seriousness of the problem. Offer a course of action to remedy it, and include a warning of impending termination of employment should there be insufficient improvement. Should the previous approach(es) fail to yield satisfactory results or should the problem be severe, termination may occur.

**Any written corrective action notices need to be submitted to the Employment Administrator.** Before notifying a student that his/her employment is being terminated because of substandard performance or for disciplinary reasons, contact the Employment Administrator. **Human Resources’ approval is required to terminate a student employee for performance/disciplinary reasons.**

Nothing in this policy shall be construed to modify or affect in any way the "at will" employment relationship between student employees and Biola University, as set forth in section A of the Student Employment Handbook.