



The Offices of Human Resources and Employee & Labor Relations | West Chester University
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Hourly Student Employee Separation Procedure

West Chester University is an at-will employer, meaning student employment may be ended at any time, with or without cause or notice, at the department's discretion. Similarly, students may resign at any time, though a two-week notice is requested.

Departments are encouraged to consult with the Student Employment Team before finalizing an involuntary termination, especially in cases involving misconduct, disputes, or potential policy violations. This protects both the department and the University from potential liability.

If the student is a Graduate Assistant (GA), reference the [Graduate Assistantship Termination Policy for the Graduate School](#), which outlines a separate process specific to GAs.

Separation Types

- Voluntary Resignation – initiated by the student, with requested two-week notice.
- Involuntary Termination – initiated by the department due to performance, conduct, or staffing reasons.
- Job Abandonment – initiated by the department after multiple attempts to contact the student with no response.
- End of Assignment – occurs when a temporary position naturally concludes (ex: graduation).
- Loss of Eligibility – occurs when the student is no longer enrolled or eligible to work.

West Chester University is a member of the Pennsylvania State System of Higher Education

Voluntary Resignation

Supervisors should take the following steps after receiving a voluntary resignation:

1. **Acknowledge the Resignation:** Request that the student submit their resignation in writing (email is acceptable). Confirm the effective date of resignation and last working day. Express appreciation for their contributions to your department.
2. **Confirm Final Work Schedule:** Ensure the student's final shifts or assignments are scheduled to meet operational needs. Adjust department schedules as necessary.
3. **Offer Support:** For students resigning mid-semester or due to personal issues, provide referrals to support resources (e.g., Academic Success Program, Counseling Center, Office of Wellness Promotion), if appropriate.
4. **Notify Respective Departments:** Contact the Payroll Department at PAYROLL@wcupa.edu to notify them of the resignation and effective date. If the student is work-study funded, notify the Financial Aid Office at Finaid@wcupa.edu so awards and funding records can be updated.

Involuntary Termination

Supervisors should take the following steps when considering a termination:

1. **Provide Appropriate Warnings or Coaching:** Deliver timely and constructive feedback. Supervisors should use these conversations as opportunities to address concerns, support improvement, and work toward a resolution when possible. Before considering termination, ensure these steps have been completed or determine whether additional coaching conversations could help improve performance.
2. **Document Performance or Behavior Issues:** Record attendance concerns, performance deficiencies, or policy violations. Include any prior warnings or coaching provided in accordance with departmental practices.
3. **Schedule a Meeting with the Student:** Meet in person or virtually to discuss the termination decision. Be sure to have two employees present at the time of meeting. Clearly communicate the reason for termination (e.g., performance, attendance, or

policy violations) and the last day of employment. At the end, address any required actions by the student (e.g., returning department property, submitting a final timesheet).

4. **Provide Written Notice:** Send the student a written notice confirming their termination and the effective date. Limit the correspondence to this essential information. Retain a copy for departmental records for one year from the date of termination ([SHRM](#)).
5. **Remain Professional:** Thank the student for their contributions to the department and, if appropriate, offer constructive feedback or encouragement for future growth.
5. **Notify Respective Departments:** Contact the Payroll Department at PAYROLL@wcupa.edu to notify them of the termination and effective date. If the student is work-study funded, notify the Financial Aid Office at Finaid@wcupa.edu so awards and funding records can be updated.

Job Abandonment

In cases where a student becomes unresponsive to communication, supervisors should take the following steps:

1. **Make Multiple Contact Attempts:** Make reasonable, documented attempts to reach the student in various ways (email, phone, etc.) to discuss performance and/or continued employment.
2. **Communicate a Deadline for Response:** If the student fails to respond by the specified deadline, the supervisor may interpret the lack of response as job abandonment.
6. **Provide Written Notice:** Send the student a written notice confirming their termination due to job abandonment and the effective date. Limit the correspondence to this essential information. Retain a copy for departmental records for one year from the date of termination ([SHRM](#)).
6. **Notify Respective Departments:** Contact the Payroll Department at PAYROLL@wcupa.edu to notify them of the termination and effective date. If the

student is work-study funded, notify the Financial Aid Office at Finaid@wcupa.edu so awards and funding records can be updated.

After Separation

Supervisors should complete the following steps to ensure proper processing, documentation, and accuracy of employment records:

- **Update Departmental Records:** Record the termination date and any relevant notes in your supervisor files.
- **Reflect on the Situation:** Identify possible improvements to supervision, training, hiring, or communication practices for future student employees.
- **Review the Job Description:** Determine whether the job duties or expectations have changed since the job was initially filled. Make changes if necessary.
- **Post the Position on Handshake:** Post the position to begin collecting new applicants to fill the vacancy.

Important Considerations

The following considerations must be observed to ensure compliance, fairness, and professionalism throughout the separation process.

- **West Chester University is an Affirmative Action – Equal Opportunity Employer:** The reason for termination must **not** be based on a protected characteristic (e.g., race, color, religion, sex, natural origin, gender, disability, age).
- Maintain confidentiality and professionalism throughout the process.
- Ensure the student's final paycheck is approved in eTime according to payroll deadlines.

Reach out to Sarah Mislick at smislick@wcupa.edu with questions. We are here to support you.