

Student Employment Supervisor Terms and Conditions Violation Policy



Supervisors of student employees at UVM are required to adhere to the *Supervisor Terms and Conditions* on an annual basis. If three violations occur, a one semester suspension of the supervisors jobs board account will be made, and any further violation may lead to permanent removal as a student employee supervisor.

When violations occur, the following course of action will be followed:

First Violation:

- SEO Coordinator contacts supervisor directly about violation and potential consequences.
- Documentation is made including type of violation, name of student affected, date, supervisor name and department.

Second Violation (same or different violation):

- SEO Coordinator contacts the department chair or dean, via email and phone, about past and current violations and potential consequences.
- A meeting between the SEO Coordinator, direct student supervisor and the department chair is scheduled to review past and current violations and suspension of jobs board account should another violation occur.
- Documentation is made including type of violation, name of student affected, date, supervisor name and department.

Third Violation (same or different violation):

- SEO Coordinator contacts the department chair or dean, via email and phone, to discuss suspension of jobs board access.
- Violation documentation is given to the Director of Student Financial Services and the Vice President of Enrollment Management.
- Status of supervisor accessibility is finalized and Director of Student Financial services contacts student supervisor and department chair with decision.
- During the semester suspension, a department MOU indicating what specific changes will be made to avoid further violations within their department is created by the violating department.
- A final meeting between SEO Coordinator, direct student supervisor and the department chair is scheduled to review MOU and a date is set to reactivate supervisor jobs board account.

Any subsequent violations made by the same supervisor will be brought to the Director of Student Financial Services and the Vice President of Enrollment Management to determine possible permanent loss of student supervisory ability.