

C. Ending Employment

The time will come when you have to leave your job or change positions. Because your former job

may be used as a reference for another job in the future, keep the following items in mind.

- If you wish to quit your job, please give your supervisor a two-week notice.
- Submit a letter of resignation to your Supervisor.
- Seek other job opportunities in Jobs4Cats.

1. Exit Interview

In an effort to understand your reasons for leaving or for improving working conditions, your employer may ask you to participate in an exit interview. This is not like an employee appraisal, but is an opportunity for you to point out how much you enjoyed your position or it can be used as an opportunity to point out valid concerns that you had as an employee.

2. Student Employee Termination and Grievance Procedure

<http://www.txstate.edu/effective/upps/upps-07-07-04.html>

04. GRIEVANCE PROCEDURE

04.01 Student employees have the right to appeal matters regarding their employment which they believe are unjust, improper or unwarranted. The procedure for resolving such complaints and differences is as follows:

Students are encouraged to seek advice and assistance from the Dean of Students Office. If a student experiences delays or a lack of employer responsiveness, he/she may proceed to the next step in the procedures.

Step I: The student should meet with his/her supervisor as soon as is reasonably possible after there is an awareness of the concern and an earnest attempt should be made by both parties to resolve the problem. However, if the student has already met with the immediate supervisor to resolve the problem then he/she need not repeat this step.

Step II: If the student does not feel the situation has been satisfactorily resolved, he/she should discuss the problem with the department head or account manager within five (5) class days of completion of Step I, unless that person is the same party the student met with in Step I. In this event, the student should be referred to the department head's/account manager's immediate supervisor for resolution.

Step III: Should the student still feel the problem has not been satisfactorily resolved after following Steps I and II, he/she should file a written grievance with the Dean of Students within five (5) class days of completion of Step II. (Student

Employment Grievance Forms are available from the Dean of Students Office, LBJ Student Center Room 5-9.2.) An investigation will be conducted by the Dean of Students and a written decision rendered within ten (10) working days after the investigation is completed. The decision of the Dean of Students is final and binding on all parties. If a grievance should be filed against the Dean of Students, the investigation should be conducted by the Vice President for Student Affairs or his/her designee.