



KNOX
COLLEGE

STUDENT EMPLOYMENT HANDBOOK

Effective: September 2025

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1. Introduction:

We are excited to have you as a member of the Knox College Community! This handbook provides an overview of the expectations for student employees and their supervisors. Each department on campus will have their own guidelines and policies. The Knox College on campus student employment program is intended to provide students with an array of employment opportunities during their time at Knox College. Knox College is committed to creating engaging learning opportunities for all students.

Our Mission:

Knox College is a community of individuals from diverse backgrounds challenging each other to explore, understand and improve ourselves, our society and our world. The commitment to put learning to use to accomplish both personal and social goals dates back to the founding of the College in 1837. We take particular pride in the College's early commitment to increase access to all qualified students of varied backgrounds, races and conditions, regardless of financial means.

Today, we continue to expand both the historic mission and the tradition of active liberal arts learning. We provide an environment where students and faculty work closely together and where teaching is characterized by inviting and expecting students to pursue fundamental questions in order to reach their own reflective but independent judgments. The mission is carried out through:

Our curriculum: Combining inquiry in traditional as well as newer disciplines with the integrative perspective of interdisciplinary work; building from basic skills of writing, reading, calculating and critical analysis to opportunities for sophisticated student research and creative expression.

The character of our learning environment: Encouraging the critical exchange of ideas, challenging our students with high expectations and persistent demands for rigorous thinking within a supportive and egalitarian environment, characterized by the informality and openness that mirrors our Midwestern surroundings.

Our residential campus: Encouraging the personal, cultural and intellectual growth of our students in a reflective, inclusive, and engaged campus community through supportive residential opportunities, numerous student organizations, a wide array of creative activities and cultural programming, and opportunities for intercollegiate and recreational sports.

Our community: Reaffirming and extending our ongoing commitment to a diverse community of students, faculty and staff with each new hiring and admission.

Our aims throughout are to foster a lifelong love of learning and a sense of competence, confidence and proportion that will enable us to live with purpose and to contribute to the wellbeing of others.

2.Student Employment Overview:

Knox College employs around half of the student population each academic year. Employment opportunities are in many different departments across campus. During their student employment position at Knox, students should gain valuable transferable skills that will be utilized after graduation.

This handbook is for students and supervisors. It should address many questions individuals may have regarding student employment on campus.

This handbook does not create a contractual relationship between Knox and a student employee. All student employees have an “at will” employment relationship with Knox. This means that student employees have the right to terminate their employment at any time, with or without cause or advance notice, and Knox has the same right. If students need assistance in order to understand any of the provisions of this Handbook, please contact the Office of Human Resources, or your supervisor.

Eligibility:

- **Federal Work-Study:** If the student employee is receiving federal work-study funding, they must meet the eligibility requirements set by the Financial Aid Office. Students may be eligible for Federal Work-Study (FWS) if they have demonstrated financial need, enrolled at least part-time, and received a FWS award after completing the Free Application for Federal Student Aid (FAFSA), which determines your eligibility for financial aid. **If a student is not eligible for federal work-study, they are still eligible for non-work-study employment.**

- **Academic Standing:** Students must remain in good academic standing in order to be employed on campus.
- **Graduating Students:** Student Employees who are graduating are only eligible for on-campus student employment until the day before commencement. Graduating International students are only eligible for on-campus employment until the program end date listed on their I-20.
- **Job Limit:** Student employees may hold up to two on-campus positions at a time. During the academic year, students are limited to working up to 15 hours per week across all hourly on-campus jobs. In the summer, this limit increases to 40 hours per week. **Starting January 1st, 2026, hourly and stipend positions will both count towards a student employees job limit and hour limit per week.** If a student accepts more than 2 positions, the Office of Human Resources will reach out to the student and all supervisors to determine which two positions the student would like to keep and which one they would like to be terminated from.

Notice of Non-Discrimination:

In keeping with its commitment to equal rights since it was founded in 1837, Knox College particularly welcomes applications from members of underrepresented groups. Knox College does not discriminate on the basis of sex, pregnancy, gender identity or expression, race, color, creed, national or ethnic origin, religion or religious affiliation, sexual orientation or preference, age, marital or family status, disability, veteran status, or other status protected by applicable federal, state, or local law in admission, financial aid, employment, athletics, or any other aspect of its educational programs or activities. In addition, Knox College is prohibited by Title IX of the Education Amendments of 1972 and its accompanying regulations from so discriminating on the basis of sex.

The College official responsible for coordinating compliance with this Notice of Non-Discrimination is the Director of Title IX and Civil Rights Compliance. Any inquiries regarding Title IX or the College's policies that prohibit discrimination and harassment should be directed to the Director of Title IX and Civil Rights Compliance identified below. The coordinator will be available to meet with or talk to students, staff, and faculty regarding issues relating to this Notice of Non-Discrimination and the College's policies and procedures.

Director of Title IX and Civil Rights Compliance
 Old Jail 12 | Campus Box K-209
 337 South Cherry Street Galesburg, IL 61401
 Phone: 309-341-7751
 Email: cultureofrespect@knox.edu

3. Rights and Responsibilities

Student Employee Rights and Responsibilities:

- Students are responsible for completing all required ADP onboarding and a form I9. Students are not authorized to work until all applicable onboarding is completed with the Office of Human Resources. Onboarding requirements can be located in the section titled “Payroll and Employment Documentation”.
- A student employee at Knox College is responsible for remaining in good academic standing.
- Students have the right to know what is expected of them within their position including but not limited to: who to report to, what tasks to perform, and how to perform them, if they are performing assigned tasks adequately, how to improve performance, and what procedures to follow. Supervisors of student employees should give details of position specific work duties.
- Students are responsible for completing all assigned work duties. Homework, studying, and any other personal activities should be completed on students' own time. Office equipment is for work assignments only and not for personal use. Use of cell phones for personal use is strongly discouraged. When all assigned tasks are completed, consult your supervisor for additional assignments.
- Supervisors and Student Employees should work together to establish a work schedule. Students are responsible for informing supervisors of any changes in their work schedules for any reason as soon as possible.
- Students have the right to be paid for hours worked. Students are ineligible for sick, vacation, holiday pay, snow days, unemployment benefits, or fringe benefits. In order to protect employees, the Federal Labor Standards Act prohibits employers from accepting volunteer hours from any employee they have hired for pay.
- Students are responsible to report time through ADP. Students may work up to 15 hours between all on-campus student employment positions during the academic year. During the summer students are permitted to work 40 hours per week between all on-campus student employment positions. **Students are responsible for tracking hours between all on campus positions and reporting to their supervisors if they are over their allotted hours for the week. Repeated violations of working more than allotted hours per week may result in termination of employment.**
- Students are responsible for reporting all accidents to their immediate supervisor or the supervisor in charge at the time of the incident as well as reporting it to the Human Resource office within 24 hours of the incident. Injuries can be reported electronically to the Human Resource office through this [link](#). Additional information about injury reporting procedures can be found in the “Safety and Security” section.
- Student employees are considered “at-will” employees. This means that students and/or the employer have the right to terminate or not continue student employment at any time. It is courteous to give proper notice of termination to the employer, usually defined as a two weeks’ notice. The Office of Human Resources is available to listen and intercede if students feel it is necessary, however, the supervisor and student should first attempt to work out any problems that may arise.
- Knox College’s Drug and Alcohol policy is applicable to all employees, including student employees. A copy can be found [here](#).

4. Finding an On-Campus Employment Position



- Explore
- Feed **New**
- Inbox
- Jobs**
- Events
- People **New**
- Employers
- Career center

Knox College does not place students in on-campus student employment positions. Knox College can't guarantee that any student will receive an on-campus employment position.

Available on campus student employment positions are advertised on [Handshake](#). Students without access to Handshake should contact the Career Center. To view available on campus employment positions follow the steps provided below:

Step 1: Login to Handshake

Step 2: Select the "Jobs" Tab

Step 3: Select 'All-Filters'

Jobs Search Saved

Search jobs



Knox collections ▾

Location

Onsite/remote ▾

Full-time job

Internship

Part

All filters

Step 4: Select "On-Campus" and "Show Results".

Job type

Full-Time

Part-Time

Internship

On-Campus

Job

+ More

☐ Work study

☐ Interviewing on campus

Pay and benefits

Paid

Unpaid

Additional compensation and benefits

Medical

Dental

Vision

Paid time off

Signing bonus

Bonus

Commission

Tips

Equity package

Paid sick leave

+ Show more

Onsite/remote

[Clear](#)

20623 jobs found

Show results

This will then allow students to view only on campus student employment positions at Knox College. If students need assistance using Handshake please contact the Career Center- careers@knox.edu or Rachel Russell- rrussell@knox.edu

Once students have found a position they are interested in applying for they should gather all application materials and tailor them to the position they are applying for. Please stop by the Bastian Family Center for Career Success for assistance applying for jobs and preparing for the interview process.

5. Payroll and Employment Documentation

All student employees are required to complete all ADP onboarding prior to starting their on campus employment position including:

- [I-9 \(Need Social Security Number\)](#)
- Complete Address (Including K-box)
- Banking information
- Confidentiality Agreement
- Tax forms
- Acknowledgement of Student Employee Handbook, Student Code of Conduct, ADP basics, and Student Support Contacts

The I-9 form will be completed with the Office of Human Resources. Students will be required to bring acceptable [I-9 documentation](#). (Listed on Page 3) with them. All students must present their original, I-9 eligibility documents to the Office of Human Resources prior to their first day of working on campus. Students are required to complete all onboarding within 30 days of receiving the ADP onboarding notification. Failure to complete onboarding within 30 days will result in termination of the onboarding process.

Please note: All documents used to establish identity and eligibility must be the original, with exception to the birth certificate, which can be a certified copy, if not the original.

STUDENTS WILL NOT BE AUTHORIZED TO WORK IN A STUDENT EMPLOYMENT POSITION UNTIL THIS DOCUMENTATION HAS BEEN PROVIDED AND VERIFIED.

Students who do not have a Social Security Number (SSN) will not be allowed to begin working until they have provided proof of application for their Social Security Card. Those students needing assistance with applying for their SSN should contact the Office of International Student Services.

Address, Banking Information, Confidentiality Agreement and Tax forms will be completed by students online through ADP.

International Students will need to apply for a Social Security Number if this is their first on campus student employment position. The Office of Human Resources will issue a letter for the

student to take with them to the Social Security Office. Once the Office of Human Resources has a notice that the student has applied for a social security number they can complete the hiring process. If students need assistance in applying for a Social Security Number please contact International Student Services for assistance.

Once all onboarding is completed the student and supervisor will get a notice from the Office of Human Resources and employment may begin. Student employees are paid in accordance with the College's [Bi-Weekly Pay Schedule](#).

Please note: New student employees can't work the first two weeks of fall term due to the influx of new student employees.

Payroll Reporting Errors or Problems:

Student employees are responsible for reviewing their pay stub each pay period and immediately reporting any problems or errors to the Business Office so that they can be fixed. This includes, but is not limited to, reporting incorrect deductions, missing time entries, or missing overtime hours. Any employee who is asked, directed, or pressured to work "off the clock" or to otherwise falsify a time or payroll record, or who becomes aware of such a situation, must immediately report the matter to the Office of Human Resources.

The College will not retaliate against any person for making a good faith report under this policy, regardless of the outcome of the investigation. Similarly, the College will not retaliate against any person for providing truthful information in connection with an investigation under this policy in any respect. (Of course, employees who are found to have violated College policies as a result of an investigation may be subject to appropriate discipline for such violations.) Any employee of the College who retaliates against another employee for making a report or participating in an investigation under this policy will be subject to discipline, up to and including termination.

6. Wages and Workloads

Student employees are paid minimum wage in the State of Illinois, unless the position states otherwise. The number of hours of work per week varies from job to job; however, the maximum number of hours a student may work during the academic year is up to 15 hours per week, during the summer students are permitted to work up to 40 hours per week.

A student's work schedule and the number of hours worked may vary from term to term because of their course load, class schedule, and extracurricular activities. The student must make work schedule arrangements with their supervisor each term.

7. Support and Resources

Whom to contact:

Onboarding, ADP, Employment Eligibility, [Injury reporting](#), Workplace safety Questions: Human Resources- hr@knox.edu or 309-341-7521

Payroll Questions: Business Office- businessoffice7343@knox.edu or 309-341-7343

Federal Work Study or Financial Aid Questions: Office of Student Financial Services- financialservices@knox.edu or 309-341-7149

Handshake or Application Material Questions: Bastian Family Center for Career Success- careers@knox.edu

8. Legal and Compliance

Break and Meal Periods:

Employees scheduled to work at least 7½ hours in a shift are allowed one unpaid meal break. Your department head will work with you to schedule your meal break. Any additional breaks will be at the discretion of your supervisor. Break periods may not exceed 20 minutes per day and breaks are encouraged when they do not interrupt the operations of the department.

Employees are expected to return to work on time from breaks. Student employees are prohibited from performing any work during an unpaid meal period. If you are a student employee and for some reason need to perform some work during your scheduled meal period, you must first obtain authorization from your supervisor. You must ensure that your time record accurately reflects any additional work time resulting from working through your unpaid meal period. Student employees are expected to refrain from taking other breaks during their work time.

Smoking Policy:

Knox College is committed to community health and wellness, and strives to provide a campus environment where all students and employees can thrive. As part of this commitment to community health, effective June 1, 2025, Knox College is a smoke, tobacco and vape-free campus. This means smoking and the use of all tobacco products and non-FDA approved nicotine products, as well as electronic smoking devices containing any substance, is prohibited on all campus property, both indoors and outdoors, and in college-owned vehicles.

This [map](#) shows what is considered campus property.

We encourage all students and employees who smoke or use such products that will be prohibited to make a transition plan so that they are prepared by June 1, 2025.

The move to prohibit smoking/vaping and tobacco supports individual and community health and wellness, and brings the College into line with current practices of many higher education institutions. Nearly 2600 campuses across the US are smoke-free and Knox is joining this

growing group. To support this effort, the College is happy to assist students, faculty and staff to stop smoking. All campus community members have access to smoking cessation support as the College strives to promote healthful lifelong habits for all.

All students, employees and campus visitors are required to follow the new policy starting June 1, 2025. We encourage those who use substances prohibited by the policy to plan now for this transition.

Offices that host events on campus for individuals who are not Knox College community members students are asked to make guests aware of the policy.

The policy prohibits smoking and use of the above-mentioned substances/products in the following areas: campus buildings, including but not limited to residence halls; academic, administrative and auxiliary buildings; athletics complexes and facilities; campus grounds, including but not limited to sidewalks, green spaces, parking lots and roadways; and inside all College-owned vehicles. Exceptions to the policy include the interiors of personally owned vehicles.

Which types of products are prohibited?

Prohibited products include but are not limited to:

- Cigarettes
- Cigars
- Pipes
- Hookahs
- E-cigarettes
- Vape pens and electronic hookahs
- Non-combustible tobacco leaf products (e.g. dip, snuff and chewing tobacco)
- All nicotine products that are not approved by the USFDA as cessation products for treating nicotine or tobacco dependence, (e.g. Zyn pouches)

Exceptions will be made in situations where smoking or tobacco use is:

- Part of a research project related to tobacco products upon approval of the chair of the department responsible for the academic program
- Inside privately owned vehicles

Policy Enforcement:

Like all campus policies, we trust our community members will follow and respect this policy. We trust community members will recognize the value of a smoke, tobacco, and vape-free campus, and hope that they will encourage their colleagues and peers to adhere to the policy as well. If you see an employee, student or visitor who is smoking or using tobacco or other prohibited products on campus property, you may wish to remind them of the new policy. You have the

option to report persistent refusal to stop smoking or using other prohibited substances to Human Resources or the Dean of Students. Student violations will be handled as a violation of the student code of conduct and employee violations will be handled by the direct supervisor and/or Human Resources.

Remote Work Policy:

Student employees are permitted to work remotely only under specific circumstances and with prior approval from their supervisor. All remote work must take place within the city limits of Galesburg, Illinois.

Due to institutional, tax, and supervision considerations, remote work outside of Galesburg is not permitted. This includes both temporary and extended stays outside of Galesburg, regardless of the reason (e.g., travel, breaks, or personal commitments). Student employees found to be working remotely from outside Galesburg may be subject to disciplinary action, up to and including termination of employment.

9. Performance and Development

Performance Expectations:

Knox College is committed to fostering an environment that supports the growth and success of all student employees. The college expects student employees to perform job duties with responsibility, professionalism, and dedication.

Performance Reviews:

Performance reviews provide supervisors and student employees with opportunities to improve work experiences and influence work environments. Upon student employee hire, supervisors should review employment expectations and goals.

Evaluations should be reviewed with student employees as a way of giving feedback and constructive criticism. Performance reviews help student employees understand their strengths and weaknesses and develop appropriate work habits and attitudes. We encourage supervisors to do Performance evaluations with all of their student employees at the end of the academic year. Students should review the performance review with their supervisors and receive a copy of their evaluation for their personal files. Regular informal check-ins should occur between the supervisor and student employee to address any immediate concerns or areas of inadequate performance.

Resources for Skill Enhancement and Professional Growth:

To support the development of student employees, the Bastian Family Center for Career Success offers several resources designed to enhance both hard and soft skills. These

opportunities will help students build competencies that benefit both their current on campus student employment position and future career endeavors.

The Bastian Family Center for Career Success regularly hosts events and information sessions geared toward professional development. Please visit [Handshake](#) to register for upcoming events or reach out to the Career Center- careers@knox.edu to learn more about our programs.

Student employment is an opportunity for both personal and professional growth. Through clear goal-setting, regular constructive feedback, and access to development resources, Knox College aims to support all student employees in achieving their potential.

10. Safety and Security

Employee Safety:

At the College, employee safety in the workplace is our highest priority. Safety must be a part of every job. We believe that many workplace injuries and illnesses can be prevented, if safe work practices are observed. No job is so important that it should be performed in an unsafe manner or in unsafe conditions. The College complies with all applicable safety laws and regulations. Safety is the responsibility of all employees at the College. Any concerns regarding workplace safety should be immediately reported to [Human Resources](#).

The College carries out its obligations to provide a safe workplace by ensuring that a sound safety program is in place, including:

- Maintaining and operating equipment in a safe manner.
- Conducting safety inspections to find and eliminate unsafe working conditions or practices.
- Developing and implementing safety programs describing safe work practices and procedures.
- Providing personal protective equipment and instructions for its use and care.
- Training employees on safe work practices and procedures.
- Developing and enforcing safety and health rules.
- Investigating and correcting known causes of injuries, accidents and near misses.
- All employees must share the responsibilities for safety and health by:
 - Being responsible for their own safety and for conduct which affects co-workers.
 - Reporting hazardous conditions to their supervisor.
 - Learning and complying with all safety rules and procedures.
 - Wearing personal protective equipment whenever required.
 - Suggesting safety improvements to their supervisors.
 - Being alert and using good judgment in performing daily work.

Injury Reporting Procedures:

All on-the-job injuries, regardless of how small or minor they may be, must be reported immediately. If you are able, complete the [electronic injury reporting form](#), you must fill out the form completely and submit it to Human Resources within 24 hours. If you are unable to complete an electronic injury report, the form will be completed by management. If there is a severe injury or any question whatsoever regarding appropriate response or treatment, call 911.

Safety Training:

Relevant safety training is provided to each employee at the onset of employment as well as periodically throughout their employment. This safety training is designed to comply with applicable legal requirements, and to address specific job-related hazards. Safety training includes both classroom training and on-the-job training.

If you have any questions on the proper way to perform work or applicable safety procedures, please contact your supervisor or Human Resources.

Personal Protective Equipment:

As part of its overall commitment to safety, College provides various personal protective safety equipment (PPE) for employees who work in certain areas. The safety equipment, and rules for its use, includes the following:

The College furnishes the first pair of non-prescription safety glasses to all employees who perform work requiring eye protection at no charge. **Safety glasses must be worn in designated areas at all times.**

The College provides a variety of gloves and earplugs suitable for the job being performed at no cost to employees. **Gloves and ear plugs must be worn by employees in designated positions at all times.**

Fire Prevention:

Protect yourself and others from the danger of fire by observing these basic rules:

- Learn the location of all fire exits, alarm boxes and fire extinguishers in the area where you work.
- Read the directions on all extinguishers. Know how each operates and what kind of fire it is suited for.
- Firefighting equipment must not be used for other purposes.
- Fire equipment must be readily accessible at all times. Do not block the fire equipment with boxes or other fixtures.
- Smoking is permitted only in designated areas outside of the College. Caution and good judgment are important to smoking privileges. Be considerate of non-smokers.
- If you have any questions regarding the safety of your work area or within the College, let your supervisor or Human Resources know.

Hazard Communication Program:

The College has developed a Hazard Communication Program to provide all employees with information to minimize or prevent exposure to hazardous materials that are present in the workplace. The goal of the program is to protect employees from injuries and illnesses resulting from exposure to hazardous chemicals. The program includes container labeling and hazard warnings, material safety data sheets (MSDS) and employee training. Employees will receive hazard communication training during their initial orientation and annually thereafter.

Emergency Procedures:

The College's Emergency Evacuation Plan is posted online and in all College buildings. All employees are expected to familiarize themselves with the Evacuation Plan. In the event of a fire or other emergency, a fire alarm bell will begin to ring. Please walk, do not run, to the designated exit. Continue to walk away from the building to the designated waiting area. Should you exit from another door that leads you away from your designated area, please try to go to your designated area so your supervisor will know you safely exited the building. All employees must remain in the designated waiting area until instructed otherwise by supervision. Be sure to stay out of the way of emergency vehicles such as fire trucks or ambulances.

Weapons and Firearms on Campus:

This policy applies to all employees, students, persons conducting business, and individuals visiting the Knox College campus, as "campus" is defined in this policy.

In accordance with 430 ILCS 66 Firearm Concealed Carry Act, Knox College maintains a weapons and firearms-free campus. "Campus" includes, but is not limited to, the Knox College campus in Galesburg, IL; Knox field stations located throughout the State of Illinois; residential properties owned and controlled by Knox, including campus housing; and sites, whether owned, leased or controlled by Knox, and where Knox programs, activities and classes are held. Unless authorized by law or specifically exempted by Knox College policy or federal or state law, no individual may possess a weapon or firearm while on the Knox College campus.¹

A "weapon" includes, but is not limited to firearms, ammunition, pellet guns, air guns, paintball guns, stun guns/tasers, smoke devices, bows/arrows, swords, knives with blades 3 1/2 inches or longer (with the exception of culinary knives used solely in kitchens and dining rooms in the preparation and eating of meals), explosives, and fireworks.²

The provisions of this policy do not apply to law enforcement officers required to carry a weapon for their employment.

A weapon or firearm may be transported into a college-owned parking area if the weapon or firearm and its ammunition remain locked in a case or locked container out of view within the parked and locked vehicle. "Case" is defined as a glove compartment or console that completely encloses the concealed firearm or ammunition, the trunk of the vehicle, or a firearm carrying box, shipping box, or other container. The weapon or firearm may be removed only for the

limited purpose of storage or retrieval from within the trunk of the vehicle. A weapon or firearm must be unloaded before removal from the vehicle. Any individuals arriving on campus with a licensed weapon or firearm who cannot store their weapon or firearm in their vehicle must immediately depart and return to campus when they can store their firearm in accordance with the law.

Violations of this policy may result in referral to external law enforcement agencies. Additionally, any individual visiting campus found to violate this policy may be banned from campus. Students in violation of this policy will be subject to discipline, up to and including, but not limited to, expulsion from Knox College. An employee found to violate this policy will be subject to discipline, up to and including immediate termination of employment.

¹ Special accommodations may only be granted in consultation with Campus Safety and in rare circumstances.

² Exceptions may be made for approved activities of registered student organizations in accordance with policies set forth by Campus Life.

11. Termination of Employment

Student employees are considered an “at-will” employee. This means that student employees and/or their employer have the right to terminate or discontinue the employment relationship at any time.

Prior to a termination or resignation event, students and supervisors should meet to discuss the best option for the parties. If desirable, the Office of Human Resources can also participate in this conference.

Resigning:

Most supervisors hope that student employees will remain in their employment position throughout the academic year, and return for the following year, if eligible. However, changes in class schedule, academics, or other factors may make such a commitment impossible. If the student employee decides that both working on campus and performing other personal obligations is not possible and they want to resign from their employment position, they may end their employment by informing their supervisor. A two week written notice is courteous but not required.

Termination:

If a student supervisor determines that a student employee’s performance is unsatisfactory, the supervisor should address the concern directly with the student. We encourage supervisors to address performance issues through a progressive disciplinary process, which includes the following steps: verbal warning, written warning, and if necessary, termination.

Prior to termination, we encourage supervisors to issue both a verbal and a written warning. Supervisors should sign both types of warnings, and student employees should sign written warnings to acknowledge receipt.

Acts of serious misconduct will not be tolerated and may result in an immediate termination of employment. Circumstances that warrant immediate termination may include, but are not limited to:

- Falsifying time cards (Deliberate falsification of hours or other employment records may be considered a federal offense and is punishable by law.)
- Theft
- Violence or threats of violence
- Breaching confidentiality
- Possession or use of illegal drugs in the workplace, reporting to work/working under the influence or impaired- [Knox College Drug & Alcohol Policy](#)
- Harassment
- Discrimination
- Repeated absences without notification to supervisor
- Willful, deliberate, or negligent acts that cause serious disruption in the continuity, efficiency, or safety of the department.

All resignations and terminations should be reported to the Office of Human Resources.

If a student has been terminated from their positions and requires assistance finding another on-campus employment position they should contact the Office of Human Resources.