

# LATE TERMINATION POLICY

**The late policy consists of:**

If you are more than seven minutes late for your shift and you have not called in at least 1 hour prior to the start of your shift, you will meet with your supervisor and sign this contract. The 9:00 a.m. shift begins at 9:00 a.m. during the summer, fall and spring semesters. Your supervisors will consider anyone arriving after 9:07 a.m. late or seven minutes past ANY other shift.

If you do not show up for a shift and have not made any prior arrangements with your supervisor, you will meet with your supervisor and sign this contract.

**The termination policy will consist of:**

If you violate the late policy more than 3 times during the semester, your job will terminate at \_\_\_\_\_, effective with the third occurrence.

When calling, you must call the person serving as your direct Supervisor. If you cannot speak directly to your supervisor, see if there is a backup person, if no backup person, leave a message on voice-mail.

By signing you are acknowledging that you have read and understand this policy.

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

\*\*\*\*\*

## STUDENT HISTORY

<u>Infraction</u>	<u>Date/Term</u>	<u>Student's Initials</u>	<u>Supervisors Initials</u>