

¹Complaints Alleging Wrong-Doing on the Part of Student Employees

- Potential wrong-doing on the part of a CWU student employee is covered in two different arenas:
 - Student Rights and Responsibilities
 - Employment/Human Resources (HR).

Supervisors often seek advice or assistance from HR in dealing with allegations of wrong doing on the part of a CWU student employee. Kathy Johnson, HR Partner for Student Employment, is the point of contact for general guidance. Gail Farmer is responsible for providing information and investigative assistance in cases involving discrimination.

- When potential wrong-doing on the part of a CWU student employee is brought to the attention of someone in HR, s/he will complete a *Behavior of Concern* report at: <https://uhmsp.aux.cwu.edu/ConductReport/Login.cfm>. This ensures that the situation is entered into the Student Conduct system. Ideally, all student behavior situations are entered into this system so that Student Rights and Responsibilities can identify patterns and frequency of behaviors. Employment supervisors may contact Student Rights and Responsibilities directly and/or submit a *Behavior of Concern* directly.
- Staff from Student Rights and Responsibilities will follow-up with the HR staff member; HR staff member will ensure Student Rights and Responsibilities staff is kept informed as the employment case develops. In addition, staff from Student Rights and Responsibilities, prior to the case moving forward, will follow-up with the employment supervisor regarding what, if any actions, are mandated and/or possible/suggested.
- There will be times when a CWU student employee may experience sanctions in both arenas, employment and Student Rights and Responsibilities, depending on the nature of the behavior and the student's history.

¹ Final 9/10/15