

Weagle Worker Performance

Supervisors are encouraged to conduct effective evaluations of work performance. This process gives the department the opportunity to aid in the skill development of a student and will enhance overall work experience. Proper evaluations can provide a Weagle Worker with an understanding of job duties, expectations, and insight into areas of needed improvement. This will better prepare them for work beyond Auburn University.

There may be times when discipline is necessary for a Weagle Worker. This video will cover the steps for progressive disciplinary action due to unsatisfactory work performance, attendance, and/or minor misconduct.

Weagle Workers is at-will and may terminate at any time, with or without cause, or without prior notice. However, in the event of disciplinary problems, departments are encouraged to pursue progressive discipline instead of immediate dismissal. Progressive discipline is an opportunity for student employees to learn and grow from their actions. Discipline should be given fairly across the department, progressively, in proportion to the offense, and consistent over time.

There are three steps to progressive disciplinary action due to unsatisfactory work performance, attendance, and /or minor misconduct.

- Step 1: Oral discussion and warning. Such action is encouraged before a formal, written disciplinary notice is prepared.
- Step 2: A formal, written disciplinary notice should detail the extent of the problem and suggest courses of corrective action. Additionally, the notice should have the period for resolution, and the repercussions if the behavior is not corrected.
- Step 3: Discharge is the final disciplinary step if the student employee fails to make immediate corrective action.

Immediate dismissal may be appropriate in the event of major offenses such as assault, theft, or repeated insubordination. In these instances, departments should consult the Student Employment Office prior to dismissing the student employee.

For more information or guidance on Weagle Worker performance, contact us at weagleworkers@auburn.edu.