

St. Norbert College Student Workers Addendum

- I. Introduction. The following provisions are Addendums to the St. Norbert [Complaint Resolution Procedure for Employees](#) (the “Employee Investigation Procedure”) and the St. Norbert Procedure on [Complaint Resolution Procedure for Students](#) (the “Student Investigation Procedure”).
- II. Background. St. Norbert students may be employed by St. Norbert in various capacities during their enrollment at the College. Such students may be participating in a Federal Student Worker (“FSW”) program through financial aid, may be receiving compensation directly from the College, or may be employed in other capacities.

In their dual status as both students and employees of the College, student workers are covered by the conduct rules contained in [The Citizen](#) student handbook as well as conduct rules and policies contained in the St. Norbert [Employee Handbook](#). Some of those rules, such as the [Sex and Gender Harassment/Discrimination Policy](#), apply equally to the student and employee status.

The College has adopted separate procedures for investigating allegations of sexual misconduct by students and allegations of misconduct by employees. Those procedures (The [Complaint Resolution Procedure for Students](#) and the [Complaint Resolution Procedure for Employees](#) contain different processes and different sanctions. For example, sanctions under the “[Employee Investigation Procedure](#)” include, but are not limited to, termination of employment, retraining, and other employment- related actions. Sanctions under the “[Student Investigation Procedure](#)” include, but are not limited to, probation, suspension, expulsion, and other student status-related actions.

When a student worker is accused of misconduct, questions may arise regarding which investigation procedures will apply and which sanctions will apply. This Addendum provides guidance on those issues.

- III. Procedures When Student Worker is Accused of Misconduct. When a student worker is accused of misconduct, regardless of whether the alleged misconduct occurred within the scope of their student employment, the investigation process will follow the “[Complaint Resolution Procedure for Students](#)”. However, the Director of Human Resources (or a member of the Director’s staff) will participate in the investigation and hearing process as an assistant to the assigned investigator in order to gather evidence to determine whether any of the conduct violated any of the College’s employment policies, while the investigator gathers information to determine whether any student conduct policies have been violated.

If the grievance process results in a determination that a violation of the policy occurred, the student sanctioning and appeals process should be followed. The Human Resources representative shall advise the hearing and appeals officer (as applicable) of the violated employment policies, and the officers shall make separate determinations regarding the alleged student policy violation and any alleged employee conduct rule violation. The Human Resources representative shall confer with the hearing or appeals officer in consultation with the student worker's supervisor regarding the appropriate sanction with regard to the student worker's responsibilities and ongoing status as an employee.

In some cases, a violation of a student conduct code which occurs outside of a student worker's role as an employee may still result in employee sanctions or otherwise impact their ability to continue to be employed as a student worker. For example, if the misconduct engaged in by the student outside of their employment role reveals behaviors that would otherwise disqualify them from employment by the College, or which is inconsistent with the expectations of an employee of the College, the misconduct may result in employment sanctions including termination of their student worker assignment.