



# STUDENT PAYROLL

## Labor Release / Position Adjustment Form

### GENERAL GUIDELINES

When making adjustments to a position -- Complete Sections A, B, D

When releasing from a position -- Complete Sections A, C, D

**A** NAME \_\_\_\_\_ CPO \_\_\_\_\_  
 STUDENT ID NUMBER \_\_\_\_\_ EFFECTIVE DATE (MDY) \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 DEPARTMENT \_\_\_\_\_ POSITION \_\_\_\_\_

**B** **DEPARTMENTAL ADJUSTMENTS TO STATUS FORMS**  
 Please check appropriate action(s). Skip section C and go to section D.

Decreasing Hours from \_\_\_\_ to \_\_\_\_       Increasing Hours from \_\_\_\_ to \_\_\_\_  
 Change WLS\* Level from \_\_\_\_ to \_\_\_\_ : Change position codes from \_\_\_\_\_ to \_\_\_\_\_  
*\*Work-Learning-Service levels correspond with former grade levels*

**C** **LABOR RELEASE / CHANGE OF POSITION**  
 Complete this section when releasing a student from a position or changing a student's position within a department.

Released From Department: Primary ( ) Secondary ( )  
**CONDITION AT RELEASE:**     Satisfactory Performance     Unsatisfactory Performance

Release / Change Position Code from \_\_\_\_\_ to \_\_\_\_\_  
**CONDITION AT CHANGE:**     Satisfactory Performance     Unsatisfactory Performance

Please rate this student on the following performance expectations

| Performance Expectation | Evaluation Scale | Score |
|-------------------------|------------------|-------|
| Attendance              | 0 - 20           |       |
| Accountability          | 0 - 10           |       |
| Teamwork                | 0 - 10           |       |
| Initiative              | 0 - 10           |       |
| Respect                 | 0 - 10           |       |
| Learning                | 0 - 20           |       |
| Job Specific            | 0 - 20           |       |
| TOTAL                   |                  |       |

For performance descriptors and evaluation scoring information, please refer to the Student Labor Evaluation Form located at:  
<http://www.berea.edu/laborprogramoffice/studentlaboreval/default.asp>

**TOTAL SCORING KEY**

60-100                      Satisfactory  
 59-below                      Unsatisfactory

SUPERVISOR COMMENTS:

**D** \_\_\_\_\_ Date \_\_\_\_\_ Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTE: Student signature is recommended but not required when releasing from a position**

# STUDENT PAYROLL

## Labor Release / Adjustment Form

### Instructions

This Labor Release / Adjustment Form is used:

- Any time there is an adjustment to the original status form contract. This could be a change in a Work-Learning-Service level (WLS) or in the number of hours being worked.
- Whenever this is a release from a position in the department.
- Any time a student is changing positions within a department.

The form provides needed information on the student, descriptions of the actions being taken, the condition of the release (satisfactory / unsatisfactory), an abbreviated evaluation, and spaces for signatures. The actions being taken will determine the necessary sections to be completed. Please complete the appropriate section(s) and make a copy for your records. Return the original form to student payroll (Fairchild 100) for processing.

## Which Section Should I Complete?

- Section A – This section should be completed on each form providing essential information on the individual student.
- Section B – Complete this section if you are making an **adjustment** to a current position in your department. This could be an adjustment in the Work-Learning-Service level (WLS) or number of hours worked and would not involve a release from a position. If making adjustments only, skip section C, complete section D and submit to student payroll for processing
- Section C – Complete this section any time there is a **release** from a position in your department. The release could be from poor performance and the student is leaving the department or it could involve moving a student to a different position within the same department. This section requires supervisors to indicate the condition of performance at the time of release (satisfactory/unsatisfactory) and the completion of an abbreviated evaluation form.
- Section D – This section should be completed before submission to student payroll. The supervisor's signature is required on every form. Please note that a student signature is recommended but NOT required when using the form to release from a position.

## In Summary

When making adjustments to a position -- Complete Sections A, B, D

When releasing from a position -- Complete Sections A, C, D