



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 _____ 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 _____
**All departmental adjustments become effective at the beginning of the next payroll period.*

Please Print The Supervisor Name For This Position: _____

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 _____ Staff/Supervisor's Signature _____ Date _____

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

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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. All adjustments become effective at the beginning of the next payroll cycle. **IF THIS ADJUSTMENT INVOLVES A SUPERVISOR CHANGE, YOU MUST PRINT THE SUPERVISOR NAME FOR THIS NEW POSITION.** 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