



Dear Student Employee,

Welcome to our department. We are pleased that you have accepted our offer to participate in the student employment program at West Chester University. Each student brings a fresh and distinct personality to the department they work for. Your work is critical to our department and to the ultimate success of our university community. Our campus could not function efficiently without your assistance. We value your presence and welcome your contributions.

Participating in the student employment program will not only provide you with funds to assist you with your day to day expenses but with valuable work experience. Statistics have proven that students that participate in an employment program are more “vested” connected to their academic environment and have a better success rate academically and emotionally. Students work in a pleasant and caring environment. On-campus employment opportunities often provide more schedule flexibility than off campus jobs. Providing professionals from an academic environment as employment references is a decided advantage over some of the other employment references often provided by students.

All University employees have rights as well as responsibilities. Every individual hired by the University, in any capacity, has responsibilities to their department.

Work Study students are employees who are being paid to work and will be held to the same/similar standards as other University/Agency/Organization employees. These standards should be reasonable and in line with the type of work being required, work location, and all federal, state and local laws.

If there is a slow period when there is not have enough regular work to fulfill your hours, you may be given the option to assist with other tasks or to work less hours during the “down” time.

All Federal Work Study Student Employees must sign a Confidentiality Agreement. Any violation of this policy will result in termination. Please complete and return the confidentially agreement to your supervisor.

West Chester University
FEDERAL WORK STUDY STUDENT EMPLOYEE CONFIDENTIALITY
AGREEMENT

I understand and agree that as a condition of my employment in the West Chester University Federal Work Study Student Employment Program, that I must at all times keep confidential, sensitive information to which I may have access. This includes, but is not limited to, confidential information that is pertinent to students, employees, donors, clients, customers, patients, applicants and their associated records/files, financial records/budgets, and other information that if released, may be harmful to the University and or Agency/Organization and/or individual persons.

I understand and agree not to divulge or publish any confidential or sensitive information obtained in the course of performing Federal Work Study job duties, to persons inside or outside the College. However, I realize that, if directed by a University/Agency/Organization official to do so, I may be required to divulge confidential information in order to comply with governmental laws and regulations or to conduct University, Agency and or Organization business with individuals who have a right and need to know such information, or to comply with court-ordered/subpoenaed requests for information.

I agree to review and abide by any other confidentiality policies and procedures of the University and the Agency/Organization where I am placed if it is outside of the University and to abide by applicable privacy protection laws and regulations-FERPA.

I agree to consult my assigned supervisor for protocol regarding the proper course of action relative to the release of confidential information. I understand that failure to comply with this agreement may result in disciplinary action up to and including termination of employment and/or criminal or civil prosecution. Federal Work Study Student employees may also be subject to the University's judicial process. I understand that this agreement is valid throughout my entire term of employment with the University's Federal Work Study Program.

Employee Name (print) _____
Employee Signature _____ Date _____