



Presbyterian College
Office of Financial Aid

18-19
Work-Study Agreement

Student Name _____ PC ID # _____

Confidentiality Agreement

I understand that my work-study employment at Presbyterian College (PC) may afford or require me access to records that contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974 and by Presbyterian College.

I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law.

I understand that it is my responsibility to carefully safeguard any and all individual identifiable information with which I work, including the prevention of theft of such information and/or the prevention of an unauthorized third party or parties viewing such information.

I understand that it is Presbyterian College's policy that any printed reports containing individually identifiable information be shredded immediately when they are no longer needed, and that it is my responsibility to safeguard such document to which I have access until such time as they can be disposed of properly.

I further acknowledge that such negligence or willful or unauthorized disclosure also violates Presbyterian College's policy and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.

Student Employee Work Agreement

- **Performance:** You are always expected to give regular, punctual, efficient and cooperative performance on any campus/off campus job you accept.
- **Duration:** In accepting a work-study job at PC, you agree to remain on the job at least one semester, generally for one academic year, barring unusual, severe or prolonged illness or other emergency, such as unsatisfactory record in academic courses. The same general rule holds true for summer jobs; once you commence work, you are under an obligation to remain with that employer for the entire specified period.
- **Illness:** If illness or some other unforeseen circumstance prevents attendance at work, you MUST notify your supervisor in advance of your usual reporting time. Never "just fail to show", even if you are ill.
- **TimeClock/Timesheets:** I understand that I must clock in/out each time I begin/end work each day. If I am required to complete a paper timesheet, I understand if my time sheet is late, incomplete, or incorrectly completed, payment could be delayed until the next pay period.
- **Termination:** Campus jobs are normally terminated only at the end of the year or at the end of the semester. **Two weeks notice is required for any student who finds it necessary to leave his/her job before the end of the term.**

Drug-Free Workplace Statement

Presbyterian College has been and continues to be committed to the health and well being of the members of its faculty, staff, and student body.

As part of this commitment, the College, as a recipient of federal grants, adheres to the provisions of the Drug-Free Workplace Act of 1988. Accordingly, all members of the faculty and staff are notified of the following policies:

- (1) The unlawful manufacture, distribution, dispensing, possession of, or use of a controlled substance is prohibited in the workplace at Presbyterian College. Any faculty or staff member who violates this prohibition will be subject to corrective disciplinary action and penalties up to and including discharge from employment.
- (2) As a condition of employment at Presbyterian College, all faculty and staff members will:
 - (a) Abide by the terms of this statement; and
 - (b) Notify their supervisor of any criminal drug statue conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

The Human Resource Office will review and interpret policies and procedure relevant to this statement and the disciplinary process. Questions and concerns relative to this statement should be addressed to the Human Resource office located in the Smith Administration Building on the college campus.

Student Signature _____ Date _____

Presbyterian College is an Equal Opportunity Employer. The College reaffirms its commitment to equality of opportunity and pledges that it will not practice or permit discrimination in employment on the basis of race, color, religion, sex, national origin, disability, or on the basis of sexual orientation as provided by the College's policy.