



SOUTHWESTERN COLLEGE STUDENT WORKER AGREEMENT

The purpose of the College Work-Study program is to provide students with an opportunity to develop their skills and become more confident employees and good team players. As a student employee, I understand that I am subject to dismissal for not adhering to any of the below guidelines/responsibilities. Students are hired as student workers with no job rights regarding continued employment from semester to semester or year to year. Students can be released "At Will" from their duties at any time.

Guidelines and Responsibilities

1. Maintain satisfactory academic progress (at least 2.0 GPA) and at least a half-time (6 units) enrollment.
2. Report to work as scheduled or contact your immediate supervisor to discuss other arrangements.
3. Adhere to all office procedures/requirements as directed by your supervisor.
4. Perform all assigned task in a timely and professional manner.
5. Provide immediate and courteous customer service.
6. Demonstrate respect towards staff and your fellow student workers.
7. Dress appropriately for the work area you are assigned.
8. When you finish a task, ask for more work.
9. During your scheduled work hours do not make personal phone calls nor have friends visit you.
10. Notify your supervisor of any class schedule changes that will result in reduction of unit enrollment.
11. Apply for Financial Aid (FAFSA) by the deadline date (March 2).
12. Inform Student Employment Services immediately if there is any change in your work status.
13. Make sure that both you and your supervisor sign your timesheet for the actual hours worked. Submit your timesheet to your supervisor who will then forward it to Payroll Services (Room 1660) within 24 hours after the pay period ends. Failure to do so may result in a one-month delay in pay.

Confidentiality Contract

Students are employed at Southwestern College to support programs and offices which contain confidential record and information. Student workers are not to seek or use any confidential information other than that which is necessary to fulfill their assigned duties. Student workers will not divulge, release confidential records or information in written or verbal form to anyone except the person of record, as positively identified with an official government issued picture identification. Student workers should request the assistance of a college staff member before releasing any confidential record or information.

I understand the misuse of confidential information and records will result in termination of my employment. Additionally, I fully understand that if I divulge or misuse confidential information I will be subject to disciplinary action by the College and will be liable to civil and criminal prosecution pursuant to federal and state laws and regulations.

Student Worker Name (Print)

Student ID Number

Student Worker Signature

Date

Supervisor's/Staff's Name (Print)

Supervisor's/Staff's Signature

Date