

Student Employee Confidentiality Agreement, Handbook & Healthcare Acknowledgement

Student Employee Confidentiality Agreement

I understand and accept the following conditions and responsibilities of my student employment at Macalester College:

1. In the performance of my duties, I may gain access to or encounter sensitive or confidential information and records that may be protected from disclosure by federal or state law. Examples include education records protected under the Family Educational Rights and Privacy Act of 1974 (FERPA) and employee (faculty and staff) records that are protected from disclosure under federal and state law. I understand that unauthorized disclosure of such Protected Information can adversely impact the College, individual persons, or affiliated organizations.
2. I shall treat ALL information accessible to me in the performance of my duties as Protected Information, regardless of its format (e.g., electronic, paper, oral), unless and until advised otherwise by my supervisor.
3. I shall use Protected Information for the sole purpose of performing my job duties. I shall not disclose Protected Information to ANYONE without prior authorization from my supervisor.
4. I shall not permit myself or any other person to copy or reproduce Protected Information other than what is required in the regular performance of my job duties.
5. I shall not use my student employee access permissions to alter, delete, or enter fraudulent information into any academic, financial, or other educational records pertaining to me or my peers.
6. I shall immediately report to my supervisor any unauthorized use, duplication, or disclosure of Protected Information by myself or others.
7. I will keep secure and not share any login credentials assigned for my student employment use at Macalester.
8. I shall read and comply with all college policies related to the security and privacy of College information resources, most especially the Information Security policies and Student Handbook: Statement on Privacy and Disclosure of Student Information:
www.macalester.edu/its/about/policies
www.macalester.edu/studentaffairs/studenthandbook
9. I understand that any failure to adhere to one or more of the above listed conditions and responsibilities will subject me to disciplinary action that may result in prosecution through appropriate College judicial processes, discharge from employment, expulsion from the College, and civil and criminal legal sanctions.

EMPLOYMENT SERVICES

1600 Grand Avenue
Saint Paul, Minnesota 55105-1899

651-696-6280
macalester.edu/hr

Student Employee Handbook Acknowledgement

The [Student Employee Handbook](#) can be found on the [Student Employment website](#), and describes important information about Student Employment, your employment with Macalester College, and the College's policies and employee benefits. I understand that I should consult Student Employment regarding any questions not answered in the Handbook.

Because basic trends, legislation, and economic conditions are always changing, the contents of the Employee Handbook are subject to change at any time at the College's discretion. Any change to benefits, policies, or rules will be made with due consideration of the mutual advantages, disadvantages, benefits, and responsibilities said changes may have on employees and the College.

- I understand that, except for employment at-will status, any and all policies and practices may be changed at any time by Macalester College. The College reserves the right to change my hours, wages and working conditions at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the President of Macalester College or a designated representative has the ability to implement any revisions to the policies in this Handbook.
- A summary of the contents of the Student Employee Handbook include:

Student Employment Program Purpose & Overview	
Working On-Campus	Need-Based Student Employment; Refusing a Work-Study Award; No-Need Student Employment; Finding a Job; Release Policy; Managing Student Employment Awards; Award Increases; Study Away Policy; Temporary Positions; Resident Assistant Policy; International Student Employment Regulations
Getting Paid	Required Forms; Student Pay Rates; Tracking Work Hours; Methods of Payment
Student Expectations & Procedures	Responsibilities of Student Employees; Performance Appraisals; Student Employee Disciplinary Procedures
Working During Breaks	January Employment; Summer Employment; Leave of Absence
College Policies	Breaks and Lunch Hours; Holidays and School Closings; Study Days; Earned Sick and Safe Time; Students with Disabilities; Worker's Compensation; Sexual Violence Prevention and Support; Grievance/Appeal Procedures
Civic Engagement Center Off-Campus Employment	

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Healthcare Insurance Marketplace Coverage Options

I acknowledge I have received a copy of Health Insurance Marketplace Coverage Options.

I understand that my signature below indicates that I have read and understand the above statements, have received directions to access a copy of the Macalester College Employee Handbook, and that it is my responsibility to read and comply with the policies contained in the Employee Handbook and any revisions made to it.

Student Employee Name (Print)

Signature

Date



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