

## EMPLOYMENT CERTIFICATION FORM

### Confidentiality & Nondisclosure Agreement

This agreement is entered into by and between the student identified on this form and any attached authorization forms (hereinafter referred to as the "student employee"), and Providence College (hereinafter referred to as "P.C."). Whereas, P.C. has permitted the student employee to assume student employment status at P.C.; and whereas, this employment status benefits the student employee by assisting him/her to finance matriculation at P.C.; and whereas, P.C. derives benefits from the student employment program; and whereas, the student employee is obligated to comply with all workplace behavioral standards and policies established by P.C. for its employees; and whereas, during the course of and within the scope of employment, the student employee may file, view, access, transmit, overhear and/or otherwise become aware of, written, electronic and/or verbal information and records of a confidential nature; and whereas, P.C., in addition to the mandate to comply with the Family Educational Rights and Privacy Act (FERPA), has certain standards of behavior that apply to the student employee with respect to the non-disclosure and safeguarding of confidential matters and confidential records:

Now therefore,

1. No P.C. student employee is permitted to release any information or records, whether orally or in writing, including but not limited to telephone numbers, Social Security numbers, Banner ID numbers, academic records, disciplinary records, financial records, or employment records, regarding any other member of the P.C. community, including but not limited to students and their parents/guardian, faculty, administration, staff and alumni/ae. Unauthorized and/or improper release of information or records by the student employee, including but not limited to telephone numbers, Social Security numbers, Banner ID numbers, academic records, disciplinary records, financial records, or employment records, will result in a referral to the dean of judicial affairs for disciplinary action.
2. No P.C. student employee is permitted to copy for personal use, misappropriate, or otherwise tamper with, any records, files, forms, notes, or any other information regarding current or former students or employees. Such behavior will result in a referral to the dean of judicial affairs for disciplinary action.
3. No P.C. student employee is permitted to alter, misuse, or falsify signatures on any student employment records, including his/her own records and those of any other student employee. Such behavior will result in a referral to the dean of judicial affairs for disciplinary action.
4. No P.C. student employee is permitted to respond to any questions regarding any students or their parents/guardian, faculty, administration, staff and alumni/ae without the express written permission of the student employee's department supervisor.
5. When communicating and interacting with members of the College community or the general public, each P.C. student employee must at all times do so in a manner that is welcoming, respectful, courteous, and enthusiastic, and that demonstrates respect for P.C.
6. Prior to performing employment-related duties at P.C., each student employee must participate in an orientation program to be provided by the supervisor who will assign the student employee specific tasks and responsibilities that he/she will perform during the course of employment.

*Any P.C. student employee whose behavior does not conform to the standards set herein and/or to the standards outlined in the Student Handbook may have their status as a P.C. student employee suspended or terminated and may be barred from future employment status at P.C.*

### Student and Supervisor Certification

Student employees must not begin working until they have completed an online application and all required forms. The required forms must be returned to the Office of Financial Aid, Harkins Hall 403. Students **must not work more than 20 hours per week during the academic year, no exceptions.** During the summer session students must not work more than 35 hours per week unless your employment is considered a community service position and then you cannot work more than 40 hours per week. **If a student employee exceeds hours permitted per week, disciplinary action will be taken. If student employees falsify or forge time sheets, the violation will result in immediate termination and disciplinary action.**

Having read the Providence College Confidentiality and Nondisclosure Agreement, I acknowledge and ethically oblige to be bound by the Confidentiality and Nondisclosure Agreement and I oath so to abide.

-Fill out reverse side-

**STUDENT SECTION:**

This form must be presented *in-person* to the Office of Financial Aid by the student who is listed in the Student Section - **NO EXCEPTIONS.**

Print Name		Year of Graduation	
Banner ID		Today's Date	
Your signature indicates that you acknowledge and will abide by the office's policy of not holding more than one work-study position at a time, within the academic year.			
Student Signature: _____			

**SUPERVISOR SECTION:** *Do not leave any fields blank*

Name of Supervisor: <b>Approving the Time Sheets</b> <i>(Please Print)</i>		Name of Department	
Pay Rate <i>(please refer to "Pay Rate &amp; Wage Scale" Chart)</i>	\$	4 digit Org Number <i>(that funds are paid out of)</i>	_____XX
Did the student work this <b>exact position</b> during the previous academic year?	<input type="radio"/> YES	<input type="radio"/> NO* <b>see below</b>	2 digit Job Title <i>(from Pay Rate &amp; Wage Scale)</i>
			XXXX____
Start Date		End Date	

**\* If you checked off "NO" you are *required* to create a job posting in the FriarHub portal, and student *must* submit a resume for the position through the FriarHub portal - no exceptions.**

Supervisor's Signature: \_\_\_\_\_

**There will be NO timesheet available for a student until this form and all other required paperwork is received in the Office of Financial Aid. NO EXCEPTIONS.**

**OFA Office Use Only:**

Date Received in OFA		Date Entered into Banner	
Entered By		Suffix	
Reason / Issue			