WESTMORELAND COUNTY COMMUNITY COLLEGE

WORK STUDY CONTRACT AND CONFIDENTIALITY AGREEMENT

The Student Work-Study positions are considered employees of Westmoreland County Community College. These positions will have occasion to access individual student information from various records and data files. For security and confidentiality of records and/or data files, the College has a policy of administering and maintaining student records in compliance with the Family Educational Rights and Privacy Act of 1974, as amended. As an employee, each student holds a position of trust relative to maintaining the security and confidentiality of these records and must recognize the responsibility entrusted to them.

Because conduct on or off the job may threaten the security and confidentiality of these records in any form, each employee is expected to adhere to the following:

1. No one may copy or permit unauthorized use of any information in files maintained, stored or processed at WCCC.
2. No one is permitted to seek personal benefit or allow others to benefit personally by knowledge of any confidential information which has come to them by virtue of work assignment.
3. No one is to exhibit or divulge the contents of any record or report to any person except in the conduct of a work assignment.
4. No one may knowingly include in any record or report a false, inaccurate or misleading entry.
5. No official record or report, or copy thereof, may be removed from the office where it is maintained except in the performance of a person’s duties.
6. No one is to act in conspiracy with another to violate any part of this code.
7. Any knowledge of a violation of this code must immediately be reported to a Supervisor.
8. No one is permitted to use the computer for personal communication such as IM, Email, surfing the net, Facebook or other similar applications unless it is required for work and approved by your supervisor. Cell phone usage during scheduled working hours is also based upon supervisor approval.
9. Student worker must wear proper attire at all times. Please check with your department supervisor.

The student worker understands that failure to abide by the above contract is grounds for immediate dismissal from the work position, and may further subject the student to disciplinary action.

I have read and will comply with the WCCC Work Study Contract and Confidentiality Agreement. I have also read the WCCC Work Study Student Handbook and work study power point presentation.

Signature_________________________________________     Date _________________________

Print Name ________________________________________