



MANHATTAN COLLEGE

STUDENT EMPLOYMENT CONTRACT AND CONFIDENTIALITY AGREEMENT

Student Financial Services strives to foster Lasallian values of “Faith, Community, and Service” by offering opportunities in Federal Work-Study and Campus Employment to eligible Manhattan College students.

Most students are confronted with time constraints that force them to limit their involvement with a select number of activities; this is especially true for students who work to pay for a portion of their education expenses. Student employment jobs provide these students with the option of combining the financial need to work with the personal goal of helping their campus and local community around restrictive academic schedules. Moreover, employment in such positions is an integral part of a student’s college experience, encouraging professional development and exposure to real-world situations that can be applied to enhance the connection between the academic classroom and outside world – these practical learning experiences can be applied to any field of study, but most importantly, they help to personally develop students into caring, well-rounded members of society.

We hope that your employment, whether on or off-campus, will help you to embody the values of a Lasallian Catholic education and provide financial assistance during your educational pursuits.

As developing professionals and college representatives, student employees are expected to conduct themselves in an appropriate manner, similar to undertaking any job or internship opportunity, whether on campus or at an approved off campus community service site.

Student employment positions are considered “at-will” employment. Students can be terminated for poor performance, violation of student employment regulations, graduation or academic dismissal/probation, or budgetary reasons.

A successful student employee demonstrates the following qualities:

- Reliably attends and adheres to assigned work schedules.
- Completes assigned and autonomous tasks efficiently, understanding that the quality of one’s contributions are just as important, if not more so than the hours earned.
- Complies with any determined professional dress codes.
- Does not take personal phone calls. complete course assignments, or pursue personal errands while on-the-clock.
- Completes training requirements and eagerly contributes to the department or site.
- Maintains confidentiality of sensitive information.
- Communicates effectively and respectfully with supervisors, site employees, peer colleagues, and others, whether they are College community members, visitors to campus, or affiliated parties through a community service site.
- Completes and submits all work-related paperwork and timesheets to supervisors in accordance with established College payroll deadlines.

- I understand that information pertaining to students, parents, alumni, employees, parents, and departmental correspondence, from any source, in any form, is confidential.
- I will protect the privacy and confidentiality of the aforementioned information and will use it solely for the performance of my assigned, official duties, while in or out of the department. Furthermore, I agree that:
 - I will only access information I need to do my job.
 - I will not share any Banner/computer related login passwords.
 - I will log off any password-protected application before leaving the worksite.
 - I will tell my supervisor if I think someone knows or is using a password.
 - I will not show, tell, copy, sell, review, email, change, dispose, or otherwise use any confidential information except as it relates to my assigned job and if it does, I will follow the correct department procedure.
 - I know that my access to confidential information may be audited at any time.
 - I know that confidential information I access/learn at work does not belong to me, and is not to be shared or discussed with others.
 - I know I must report to my supervisor any suspected violation of this agreement.
 - I know that failure to comply with this agreement may result in disciplinary action regarding my employment, my enrollment, and residence at MC. I also know that failure to comply holds me liable for any civil, criminal or legal penalties.

By accepting below, I attest to the fact that I read and understood this contract and promise to comply with the terms and conditions stated above.