

CONFIDENTIALITY AGREEMENT

[For new hires and current employees, including those in GMS Roles]

I, _____, have accepted a position at Georgetown University (“GU”). *(For current employees substitute for last sentence: I, _____, currently hold a position at Georgetown University (“GU”).)* As a condition of my employment at GU, I understand and agree with the following provisions that implement the requirements of the Confidential Information Policy to which I am bound as a GU employee: *(For current employees substitute for last sentence: As a condition of my continued employment at GU, I understand and agree with the following provisions that implement the requirements of the Confidential Information Policy to which I am already bound as a GU employee:)*

1. I understand that in performing the duties for which I have been hired I may see and have access to confidential, sensitive and/or private information (hereafter “confidential information”). For purposes of this Agreement, “confidential information” means any fact, matter, document, or file in any form (oral, hard copy, or electronic), disclosed to me or known by me as a consequence of my employment and not generally known outside of my school or department at GU.
2. In addition, I understand that if I have been, or am in the future, assigned to a Role in the Georgetown Management System (GMS), GU’s Human Capital Management, Payroll and Benefits, and Financial Information System, I will have access to personal data concerning University faculty, staff, and students and/or University financial data which is confidential and highly sensitive.
3. During my employment and after my employment is terminated, I will not disclose to, discuss or share with any unauthorized person, group or department, inside or outside of GU, any confidential information, in any form, except to the extent such disclosure, discussion or sharing is authorized by my supervisor or the appropriate data steward for that information.
4. I will not use confidential information for my own personal purposes. I understand that this Agreement does not prohibit me from discussing my wages, hours, and other terms and conditions of employment with my co-workers.
5. I will not copy or remove from my school or department materials containing confidential information, except to the extent that I am given permission to do so by my supervisor or the data steward in the case of information from GMS.
6. I will not look at, examine, or retrieve any document, file, or database, except those to which I am authorized to access and which are necessary for me to access in order to perform my job duties.
7. I will not discuss or share with any unauthorized person, group, or department, inside or outside of GU, any conclusions that I or others draw from confidential information, if discussing or sharing those conclusions would reveal any confidential information.

8. If I am ever uncertain whether a particular fact, matter, document, or file is covered by this agreement, I will resolve all uncertainties in favor of preserving the confidentiality of that information, and I will seek clarification from my supervisor or the appropriate data steward before engaging in any conduct that could jeopardize the confidentiality of the information.
9. If I become aware that a breach of confidentiality has occurred due to my own or others' acts or omissions, I will immediately notify my supervisor, the appropriate data steward, and/or the GU information security officer.
10. I understand that as a GU employee, I am bound by all applicable GU policies as they now exist and as they may from time to time be amended, including but not limited to:

The Confidential Information Policy (H.R. Policy Number 403, available at <https://policymanual.hr.georgetown.edu/403-Confidential-Information>);

the University Information Security Policy (available at <https://security.georgetown.edu/infosec-policy>);

the Computer Systems Acceptable Use Policy (H.R. Policy 1005, available at <https://policymanual.hr.georgetown.edu/1005-Georgetown-University-Computer-Systems-Acceptable-Use-Policy>);

the Policy on the Use, Collection, and Retention of Social Security Numbers by Georgetown University (<https://security.georgetown.edu/it-policies-procedures/use-collection-retention-policy>);

the Student Records Policy (available at <https://bulletin.georgetown.edu/regulation/records#Student%20Records%20Policy>), which applies to student education records;

and the HIPAA (Health Insurance Portability and Accountability Act) Privacy and Security Policies (available at <https://policies.georgetown.edu/hipaa/sections/security/policy>), which applies to protected health information.

11. Upon termination of my assignment or as requested by my supervisor, I will return all material containing confidential information to my supervisor or his/her designee.
12. I understand that any violation of the terms of this agreement may subject me to disciplinary action, up to and including termination of my employment. In addition, I understand that GU reserves the right to take further action including referral to the appropriate internal or law enforcement authorities for investigation, adjudication, or prosecution.

13. I understand that the terms of this agreement shall apply throughout my employment at GU in any unit or department of GU, and that my obligations with respect to confidential information shall continue even after I am no longer in a GMS Role or no longer employed by GU.

By signing and dating this agreement in the spaces below, I certify that I have read and understood this agreement in its entirety, and that I agree to be bound by its terms both during my employment and after I leave my position at GU.

Name (print): _____

Signature: _____

Job Title: _____

Date: _____

Graduate Student Assistant (GRA or GTA)

SPRING 2025 HOURLY WORK AGREEMENT

Dear Graduate Student,

I write to formally extend an offer of student employment in the McDonough School of Business (MSB) at Georgetown University as a Graduate Student Assistant. We are very pleased you will be joining our department.

The terms and conditions of your student employment with Georgetown University are as follows:

- 1) In this position, you will report to a MSB Professor and be responsible for the duties set forth in the position description.
- 2) You will be paid a gross hourly rate of \$22.66 per hour.
- 3) Your appointment is for SPRING 2025. This appointment is temporary by definition and does not carry either explicitly, or by length of service, any entitlement to subsequent employment.
- 4) Your work schedule will be dependent upon the course schedule for GTAs or the times determined by the professor for GRAs.
- 5) This offer is conditional upon your eligibility to work in the United States. On your first day of work you will receive an email in your Georgetown University email account with instructions for completing Section 1 of the electronic I-9 Form in the Georgetown Management System (GMS).

In an effort to ensure the health and safety of our community, the I-9 Office moved to an online environment starting March 16, 2020.

We ask new employees to complete a remote I-9 form in lieu of visiting the Human Resources Department. The remote I-9 form can also be found at this link:

<https://georgetown.box.com/s/v8pgn6s7qsmugzlw3e955l81c6zynzrv>.

I-9 forms completed remotely must be completed using the Remote Hire Instructions and should be emailed back with the Remote Hire Notice Form (this form is included in the Remote Hire Instructions). The I-9 form must also be completed within the 3-business day deadline in order to be filed in compliance with federal law.

Please call 202-687-6869 or email our I-9 analyst, Kenyetta Louis, kl919@georgetown.edu, with any questions or concerns regarding the I-9 form. ***In accordance with federal law, if you do not present the required document(s) within three business days of starting work we will be required to remove you from payroll, and not permit you to continue working until you have presented the required documents(s).***

Main Campus (appointments not needed), Contacts: Main Campus, I-9@georgetown.edu

- 6) Your appointment is subject to the Collective Bargaining Agreement (“CBA”) between Georgetown University and the Georgetown Alliance of Graduate Employees - American Federation of Teachers Local 06440 (“GAGE AFT”). You may access resources related to the CBA here: <https://grad.georgetown.edu/guidelines-faqs-gage-aft/>. The FAQ website was developed to answer many questions commonly asked by graduate student assistants. This contract requires all graduate student assistants to pay either union dues or an agency fee.

- 7) Payments to GAGE-AFT may be made by setting up a payroll deduction. GAGE-AFT will provide the University with a voluntary check-off authorization form for each Graduate Student Assistant for whom a payroll deduction is sought. Please refer to the [GAGE-AFT website](#) for related information and to access the [voluntary check-off authorization form](#).
- 8) Your appointment is subject to Department, Graduate School, Main Campus, and University policies, as well as the Georgetown University Code of Student Conduct. The Code of Student Conduct is available online at <https://studentconduct.georgetown.edu/code-of-student-conduct/>.
- 9) **Data Security Policies:** Your attention is directed to the following important data security policies which apply to all employees:

The Georgetown University Computer Systems Acceptable Use Policy

<https://security.georgetown.edu/technology-policies/acceptable-use>

The Georgetown University Information Security Policy

<https://security.georgetown.edu/infosec-policy/>

The Policy on the Use, Collection, and Retention of Social Security Numbers by Georgetown University

<https://security.georgetown.edu/it-policies-procedures/use-collection-retention-policy>

- 10) **Confidentiality Statement:** You will have access to information that is highly confidential and sensitive in nature. Therefore, you will be required to sign a confidentiality agreement as a condition of your employment.

Once again, welcome to our department. We look forward to your arrival. If you have any questions or need any additional information, please contact msb-facultystudenthires@georgetown.edu.

You are asked to sign this letter as your acceptance of the offer of employment and return it to me.

Sincerely,

Rebecca W. Hamilton

Michael G. and Robin Psaros Chair in Business Administration

Vice Dean of Faculty and Professor of Marketing

I have read and accepted the terms of this offer of student employment.

Signature

Date

Print Name