

Westminster College

Westminster College Student Employment Handbook

STUDENT EMPLOYEE ACKNOWLEDGEMENT FORM

The student employee handbook describes important information about Westminster College, and I understand that I should consult the Human Resources Office regarding any questions not answered in the handbook.

I have entered into my employment relationship with Westminster College voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or Westminster College can terminate the employment relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to Westminster College's policy of employment-at-will. 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 Westminster College has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

In my role as a student employee I may have access to confidential information that is sensitive in nature relating to other students, faculty, staff, or any other constituents to the college. This information may include but is not limited to medical records and info, social security numbers, academic records, library records, conversations, etc. I agree to adhere to the confidentiality policies of the college including FERPA, HIPAA, and any department specific policies. Breach of confidentiality is grounds for dismissal and may also bring legal action against the offender.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____