



Student Statement of Confidentiality & Responsibility

Fairfield University
Federal Work-Study Program

Student Last Name _____ First Name _____

Fairfield Student ID# _____ Academic Year 20____ - 20_____

The Family Educational Rights and Privacy Act (FERPA) is a federal law that was enacted in 1974 which guarantees the confidentiality of a student's records. As a student employee of both Fairfield University and the Federal Work-Study (FWS) program, it is critical that you become familiar with and fully understand both the University's and federal government's policies on confidentiality, responsibility and privacy during your employment.

Privacy & Rights:

As a federal work-study student, it is expected and required that you:

- Must not, under any circumstances, release to any person(s), information about a student, staff, administrative or faculty member unless your FWS position specifically requires you to do so and you were provided instruction by your direct FWS Supervisor
- Must refer requests for information about a student, staff, administrative or faculty member to your FWS Supervisor to ensure that you do not violate any Fairfield University or FWS department/office confidentiality policies
- Avoid acquiring student records of any kind that you do not need in order to perform your FWS job
- Avoid exchanging information with anyone other than those permitted in your FWS department/office, or as instructed by your FWS Supervisor, in order to perform your FWS job
- Avoid exchanging information about students that you may have learned while performing duties in your FWS job
- Act in manner which displays the utmost confidentiality and respect of student records at all times

Responsibilities:

As a federal work-study student, it is expected and required that you:

- Perform all duties, meeting all job expectations as outlined in the job description and as instructed in job training from FWS Supervisor (or other supervisory staff, if applicable)
- Report to your job as scheduled and as approved by FWS supervisor
- Notify your supervisor immediately of anticipated absences or other tardiness as early in the workday as possible (or 1-3 days in advance for absences, if possible)
- Conduct yourself in a professional, friendly manner to University personnel, students, parents and any other visitors
- Represent Fairfield University as a FWS employee on *and* off campus
- Create a manageable and flexible schedule based on your academic, personal, athletic and/or other commitments

- Limit work schedule to no more than 20 hours per week during the semester(s), 40 hours per week during scheduled breaks (unless otherwise approved by the FWS Staff and your current supervisor)
- Record your hours worked accurately and submit hours **weekly** as instructed by Payroll and the Office of Financial Aid as indicated on your approved Job Confirmation E-mail (effective on your date of hire)
- Act in manner which displays the utmost confidentiality and respect of student records
- Demonstrate professional, respectful and courteous behavior
- Dress appropriately for the job (at the request and discretion of your FWS Supervisor)
- Refrain from conducting ALL personal or academic matters during work hours (personal internet use, cell phone use and texting, studying, homework and/or socializing)
- Discuss any work-related issues or concerns with your FWS Supervisor
- Must strictly abide by:
 - All University, state and federal privacy regulations and policies (FERPA) (<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>)
 - All University and FWS employment policies and procedures as outlined in the student section of the FWS Handbook (www.fairfield.edu/fwshandbook)

Confidentiality:

In this federal work-study job, I understand that I may be exposed to extremely confidential, personal and private information through various means. I agree to keep ALL information private and within this office at all times, unless otherwise instructed by my supervisor or other University employees.

Failure to abide by the above responsibilities and confidentiality guidelines can result in disciplinary warnings, and/or termination from the federal work-study program. Even a minor disclosure of information (sharing another student’s class schedule, address, e-mail address, phone, etc.) may be considered a violation of confidentiality, and will result in penalties, including your termination from this job.

I have read and understand my employment obligations regarding privacy, rights, responsibilities and confidentiality as stated above.

Student Signature

Date

FWS Administrator Signature

Date