

OBU Student Employee Confidentiality and Work Agreement

STUDENT CONFIDENTIALITY

Student confidentiality at the Oklahoma Baptist University Colleges is of primary importance. A federal law called the Family Educational Rights and Privacy Act (FERPA) protects the privacy of student education records. The law applies to all schools that receive flow-through funds under an applicable program of the U.S. Department of Education. In order to protect this right to confidentiality and to comply with federal and state laws, students must agree to hold all information (including but not limited to, student names, their health information, education records, and relevant information) gained through your work assignments or professional/research projects at the OBU Colleges in strictest confidence. Confidentiality includes, but is not limited to:

1. Discussing students or their education records with persons who do not have a need to know;
2. Accessing confidential information that is not within the scope of the assignment;
3. Misusing, disclosing without proper authorization, or altering confidential information;
4. Removing from any College any documents with individually identifiable student data from the facility;
5. I shall treat ALL information accessible to me in the performance of my duties as Protected Information, regardless of its format (e.g., electronic, paper, oral), unless and until advised otherwise by my supervisor;
6. I shall not permit myself or any other person to copy or reproduce Protected Information other than what is required in the regular performance of my job duties;
7. I shall not use my student worker access permissions to alter, delete, or enter fraudulent information into any academic, financial, or other educational records pertaining to me or my peers;
8. I will use OBU purchase cards and /or tax ID cards for OBU supplies as directed; cash receipts and/or cash deposits will be managed strictly by OBU's accountability policy and procedures.
9. I will keep secure and not share any login credentials assigned for my student employment use at OBU;
10. I shall immediately report to my supervisor any unauthorized use, duplication, or disclosure of Protected Information by myself or others.

WORK AGREEMENT

1. I shall read and comply with all University policies as stated in the OBU Employee Handbook and Student Handbook (aka, Student Green Book).
2. I understand the University regards the Baptist Faith and Message as adopted by the Baptist General Convention of Oklahoma as the University's official faith statement. All employees are expected to affirm and endorse the University's statement of mission and purpose and to behave in a manner consistent with the nature of the institution and the expectations of the Baptist constituency as expressed in the Baptist Faith and Message. Employees will express and conduct their professional and personal conduct in accordance with all policies and procedures as described in and prescribed by the Employee Handbook, and the Student Handbook (Green Book).

3. I understand that any failure to adhere to one or more of the above listed conditions and responsibilities will subject me to disciplinary action that may result in prosecution through appropriate University judicial processes, discharge from employment, expulsion from the University, and civil and criminal legal sanctions.
4. I understand that I cannot be appointed to a position supervised by a family member without written permission of the Director of Human Resources.
5. I understand that I must complete all required forms associated with my employment including timely updates to Payroll as the information changes, **before starting work.**
6. I understand that I am limited to 20 hours of campus work per week when classes are in session. I understand that I may work up to 40 hours per week during breaks of a week or more (classes not in session) as scheduled on the OBU Academic Calendar.
7. I understand that the scheduling of my employment will be at the discretion of the Department and that I will be available for assignment during holiday periods, final examination week, and enrollment periods, if required.
8. I understand that I will be compensated according to federal wage-hour law and the pay policies and practices as set forth by OBU.
9. I understand that my employment with Oklahoma Baptist University (OBU) is at-will and, accordingly, I or OBU may terminate this employment relationship at any time with or without cause.
10. For clarification and the protection of both myself and the University, acceptance of this offer represents the sole agreement between myself and OBU. No prior promises, representations, or understandings relative to any terms or conditions of my employment are to be considered as part of this agreement unless expressed in writing in this agreement.

I hereby accept the terms of employment as represented by the **Student Employee Personnel Recommendation** (attached), as stipulated in the **Student Confidentiality** and **Work Agreement** (above) and as indicated by my signature below. Furthermore, I understand this agreement is binding for any and all position(s) in which I am employed with Oklahoma Baptist University.

Student Employee Signature

Date

Student Employee Name (Print)

OBU Employee/Student ID #