

Federal Work Study Student Rights and Responsibilities

As a student employee at Ursuline College you have the right to:

- ✦ Be treated fairly and equitably by your supervisor, coworkers and the College.
- ✦ Know what is expected of you concerning your work schedule, job duties, and other requirements made by your supervisor.
- ✦ Be informed about your work performance through verbal communication and performance evaluations.
- ✦ Use your campus job(s) as a reference for future employers.

As a student employee at Ursuline College you have the responsibility to:

- ✦ Maintain high standards of behavior that reflect well on both you and the College.
- ✦ Act in a professional and respectable manner concerning all aspects of your work.
- ✦ Treat your coworkers and supervisors with respect and consideration.
- ✦ Perform assigned duties timely and competently, not conducting personal business during working hours.
- ✦ Abide by the rules, regulations, and policies of the College and office or department for which you work.
- ✦ Follow office or department rules concerning appropriate dress, use of office equipment, computers, phones, supplies, etc.
- ✦ Adhere to your designated work schedule. Absences should be reported and cleared in advanced with your supervisor when possible.
- ✦ Maintain eligibility requirements for working on-campus.
- ✦ Maintain confidentiality regarding all confidential information revealed during your employment. Such areas would include, but are not limited to, student records and financial aid information. A breach in confidentiality or any act of dishonesty is just cause for immediate dismissal. Depending on the nature of such offense, you may be permanently dismissed from the Federal Work Study Program.