

Colorado College
Student Employment Agreement

I, _____, agree to work in the _____ as
the _____.

I understand the following expectations of me as a student employee:

1. Confidentiality in the _____ is imperative. I will not disclose or discuss with anyone outside this office any information I am privy to while currently employed here nor anytime in the future. I will:
 - Not make or permit unauthorized use of any information in the files. Unauthorized use includes reviewing records for personal use or at the request of friends.
 - Not seek personal benefit or permit another to benefit personally by any confidential information which has come to me through my work assignment.
 - Not exhibit or divulge the contents of any record, report, or any information gained from verbal exchanges to any person except in the conduct of my regular assignment.
 - Not knowingly include or cause to be included in any record or any report a false, inaccurate, or misleading entry.
2. I will submit a Block work schedule at the beginning of each block by writing my work hours on the calendar board.
3. I will give prior notice to _____ if I can't keep my hourly schedule or if I want to modify it.
4. I will contact my supervisor if it is impossible for me to show up for work or to report on time.
5. I will perform my assigned duties to the best of my abilities.
6. I will immediately bring my supervisors' attention to any problems or concerns I have pertaining to my job.
7. I will respond positively to constructive criticism.
8. I will dress appropriately for the job as a representative of the college.
9. I will be responsible for demonstrating the qualifications, skills and work habits necessary to perform my assigned duties. If I fail to meet acceptable performance standards, I will receive in writing a termination warning. If I fail to improve my performance, I will be terminated from my job. If I choose to terminate my employment, I will provide my supervisors with two weeks notice.

Student's Signature _____ Date _____

Supervisor's Signature _____ Date _____