

Print Name: _____

Check Which Applies:

Freshman/Transfer Student (A) __

Upperclassmen (U) __

Student Employee Code of Conduct

This Student Employee Code of Conduct must be read and reviewed with your supervisor on your first day of employment and/or at the beginning of the fall semester each year that you are employed. Once reviewed, you and your supervisor must sign and date this document.

Confidentiality

As a student employee at RWU , you may have access to various types of restricted use and confidential information in the course of your work. Examples of this type of information includes, but is not limited to, financial information, student records, admissions information, telephone numbers, addresses, payroll and personnel records, donor information, financial aid information, information shared in overheard conversations between RWU staff, etc. Student employees may be authorized to access such restricted use or confidential information as a condition of employment to the extent necessary to perform their duties. However, y