



**STUDENT EMPLOYMENT CONTRACT**

*(Please print legibly)*

Student's Full Name \_\_\_\_\_  
Box Number \_\_\_\_\_ Phone Number \_\_\_\_\_  
Wittenberg e-mail address \_\_\_\_\_

This contract must be completed each academic year for each position held. IN ADDITION, THE W-4 FORM, THE OHIO STATE TAX FORM AND THE 1-9 FORM MUST BE ON FILE IN THE STUDENT EMPLOYMENT OFFICE BEFORE A STUDENT MAY BEGIN WORK OR BE PAID.

Students are encouraged to work the total number of hours needed to fulfill their financial aid work award not to exceed 20 hours per week while school is in session. Students may work up to 40 hours a week during break periods.

In addition to the Student Employment Guidelines, I have also read the Confidentiality Statement (on back of this form) and I agree to abide by the guidelines set forth in both of these documents.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Departmental Use:

Department Name \_\_\_\_\_  
Department Account # \_\_\_\_\_  
Student's Job Title \_\_\_\_\_  
Hourly Rate of Pay \_\_\_\_\_ # of Hours per Week \_\_\_\_\_  
Date to Begin Work \_\_\_\_\_  
Supervisor Signature \_\_\_\_\_  
Alternate Supervisor Signature \_\_\_\_\_

<p><b><u>Student Employment Office use only:</u></b></p> <p>Maximum allowable earnings per year _____</p> <p>Employment officer's signature _____</p>
---



## Confidentiality Statement

I understand that by the virtue of my employment at Wittenberg University, I may have access to records which contain individually identifiable information as well as other individuals' private information or data and the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974 (FERPA). Security and confidentiality is a matter of concern for all employees and any other persons who have access to data systems or physical facilities. Each person working at Wittenberg holds a position of trust relative to this information. Therefore, I agree to respect and adhere to the following statements:

1. I will not make or permit unauthorized use of any information.
2. I will not seek personal benefit or permit others to benefit personally by any confidential information that has come to me by virtue of my work assignment.
3. I will not exhibit or divulge the contents of any record, data, or report to any person except in the conduct of my work assignment.
4. I will not knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry or to alter, destroy information, or commit any similar act. I will not view, remove, or modify any data except as directed by my supervisor in the performance of my duties.
5. I will not aid, abet, or act in conspiracy with another to violate any part of this confidentiality agreement.
6. I will immediately report any violation of this code to my supervisor.

I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure also violates Wittenberg University's policy and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.