

Prairie View A&M University

Student Employment Office

Student Employment Statement of Student Responsibility

Student workers are required to comply with the work performance standards established by the department for which they are employed. Students who fail to perform in an acceptable manner may be removed from their work assignment and from the student employment work study and student hourly program at any time.

Student workers must read, understand, and adhere to the list of student responsibilities. Violation of the student responsibilities may subject a student worker to immediate termination of on-campus employment.

Any student who accepts a student worker position also accepts the responsibility of maintaining professional work standards and agrees to:

- (1). Not work in any assigned position until the employment has been approved by the Student Employment Office.
- (2). Perform his or her work assignment in a serious and responsible manner. Student workers are required to adhere to the following rules and policies regarding the privacy and confidentiality of student and staff records and/or information:
 - a. Any student worker involved in handling student and/or staff records or confidential information must take the online **FERPA** and **HIPPA** training prior to starting their work assignment, in addition to the (5) five state mandated trainings required by the university.
 - b. Student and/or staff records, in whole or in part, are not to be removed from any university office by student workers unless they are requested to do so by their supervisor in transporting documents from one office to another in a sealed envelope.
 - c. Student workers granted access to student or staff record information are accountable for the protection of the information and its contents while in their possession. The student and/or staff record information shall not reveal any personal sensitive information, such as, name and social security numbers or, UIN #s or, student ID or, date of birth.
 - d. Student workers shall not discuss personal record information of relatives, friends, or peers.
 - e. Student workers shall not accessing personal record information of relatives, friends, or peers.

- (3). Respect the privacy of all students, staff, and faculty and maintain confidentiality of all university records and documents.
- (4). Shall not make personal use of university equipment or office supplies except as designated by a supervisor.
- (5). Follow a predetermined work schedule that is acceptable to both the student worker and the supervisor and document the work hours on the Student Work Schedule. Students should not have work hours the same time as class scheduled hours.
- (6). Adhere to the limitations described under the "Types of Student Employment Programs" at <http://www.pvamu.edu/pages/1662.asp> and not exceed working the maximum number of work hours in a week.
- (7). Notify the supervisor via phone and/or email, as soon as possible, when illness or other circumstances prevent the student from working.
- (8). Request time off at least two working days in advance, except in the case of an emergency.
- (9). Dress appropriately according to the "Dress Code Policy" found at <http://www.pvamu.edu/pages/1660.asp>, be dependable and prompt, and conduct him/herself in a businesslike manner.
- (10). No study or homework assignments should be worked on during working hours.
- (11). Discuss any work-related problems with the supervisor. If the problem cannot be resolved, the student should contact the Student Employment Office for assistance.
- (12). Provide the supervisor at least one (1) week's notice before terminating a job in the middle of a semester.
- (13). Stop working immediately upon reaching the maximum earnings awarded the Office of Financial Aid on their Federal or Texas Work-Study award (unless otherwise approved by the hiring department to be switched to a student hourly position). Weekly monitoring of the student's award is the responsibility of the student. To assist the student in monitoring work study awards, students must log in to the Panther Tracks and review their award to keep track of the remaining unearned award for the semester. "Work Study Balance Sheet" is provided on the Student Employment website at <http://www.pvamu.edu/pages/1949.asp>
- (14). Not accept any access codes from supervisors to complete or access any university systems, to include access codes to unlock offices, and access supervisor's email. Student workers are prohibited from unauthorized access, entry, alteration, falsification, or distribution of any academic, personal or payroll records. Student workers in violation of this policy will be dismissed immediately for cause, as well as subjected to a judicial

review process, which includes the possibility of expulsion from their academic program and the university.

- (15). Enter worked time into the Time Traq System accurately and on time every payroll period that Time Traq is due. A Schedule of Bi-weekly Pay Periods identifying due dates is provided on the Student Employment website at <http://www.pvamu.edu/pages/1949.asp>
- (16). Maintain eligibility requirements for working on-campus as indicated in the following link <http://www.pvamu.edu/pages/1662.asp>.

**I acknowledge I have read and understand the
Student Employment Statement of Student Responsibilities.**

Student Printed Name

Date

Student Signature

**I acknowledge I have reviewed the information with the student worker and addressed
any questions he/she may have had with regards to our hiring department.**

Supervisor's Printed Name

Date

Supervisor Signature