

**PENSACOLA STATE COLLEGE
STUDENT JOB SERVICES
COLLEGE WORK-STUDY PROGRAM**

STATEMENT OF UNDERSTANDING, CONFIDENTIALITY, AND CONDITIONS OF EMPLOYMENT

As part of your work-study job at Pensacola State College, you have a responsibility to your supervisors and coworkers. Please read the following statements regarding confidentiality and employment standards.

Read then print and sign your name at the bottom.

1. I understand that all information gained from official files (office or computer generated) or heard in the course of my employment is strictly confidential and as such, is not to be shared with anyone other than those authorized to receive this information. The disclosure of such information is prohibited by the Family Educational Rights and Privacy Act of 1974 (FERPA).
2. I understand that violation of confidentiality is illegal and, as such, is a breach of ethics and is subject to termination of employment at Pensacola State College.
3. I acknowledge that the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law.
4. I understand that the use of the College office computers is strictly for the purpose of conducting business in the office and not for personal use. Access to the Internet for personal use is prohibited.
5. I agree that if a computer password is provided to me, it is not to be used outside the office and is not to be shared with anyone other than those authorized.
6. I agree that if I know beforehand that I am going to be out for 3 days or more, I must contact Student Job Services either by phone or e-mail.
7. I understand I am responsible for reading and adhering to the policies and procedures as outlined in the "College Work-Study Program Policies and Procedures" handbook.
8. I understand it will be my responsibility to adhere to these requirements and any violation may result in a departmental transfer or termination from the program and loss of my college work-study financial aid award.
9. I understand that my work hours are not to exceed 15 hours per week and I am not allowed to work during a scheduled class unless the class did not meet or I was released early from class. Instructor approval is required and instructor approval form will be required at time of timesheet submittal.

By signing this form you acknowledge that you understand and agree to all above statements.

Student

Signature

Student ID

Date

**PENSACOLA STATE COLLEGE
FINANCIAL AID/VETERANS SERVICES**

Federal Work-Study
Florida Work Experience Program
Acceptance Form

Date:

Student Name:

Student ID:

You have been determined eligible for the Federal Work-Study (FWS) and/or the Florida Work Experience Program (FWEP). These are financial aid programs designed to allow students to work on campus to earn a portion of their financial aid while attending Pensacola State College.

To accept student employment through the Federal Work-Study program and/or Florida Work Experience Program, you will need to complete and sign the acceptance form. If you accept the Federal Work-Study and/or the Florida Work Experience Program award, you will be given the Federal Work-Study Policies and Procedures Handbook for working within either of these programs. It is important that you take the time to read all the materials carefully.

If you do not wish to accept your Federal Work-Study and/or Florida Work Experience Program award, please check the "Do Not Accept" statement below, sign, and date the form.

STUDENT ACCEPTANCE/DECLINE

I understand that I have been determined eligible for employment through the Federal Work-Study and/or Florida Work Experience Program.

I ACCEPT this Award for the current academic year.

Federal Work-Study Florida Work Experience Program

I DO NOT ACCEPT this Award for the current academic year.

Federal Work-Study Florida Work Experience Program

Student Signature

Date

Pensacola State College does not discriminate on the basis of race, ethnicity, national origin, gender, age, religion, marital status, disability, sexual orientation and genetic information in its educational programs and activities. Inquiries should be addressed to: Dr Gael Frazer, Assoc. Vice President, Instructional Diversity 1000 College Blvd., Pensacola, FL 32504 / (850) 484-1759