

# Student Employment Agreement - Work Study Program

## TO BE COMPLETED BY THE STUDENT

I understand that I have the following responsibilities as a student employee at Selkirk College:

1. I will be enrolled in a program and attending classes during the dates outlined on my Temporary Employment Contact (TEC). If I stop attending school I will no longer be considered a student and my employment contract will end.
2. I must arrange a suitable work schedule with my supervisor and maintain that schedule.
3. I will not exceed a 10-hour work week (inclusive of all jobs working on campus) during the academic semesters.
4. As a student employee, I am not eligible to work overtime.
5. I am responsible for completing and adhering to the Student Employment Agreement for each position I hold on campus.
6. I understand that it is my responsibility to maintain an accurate record of my time worked.
7. I will submit my hours worked in adherence to payroll deadline dates so that I will be paid accurately and timely according to the College's payroll schedule.
8. **Before I begin working:** I understand that the following documents have been submitted and approved by Financial Aid on or before my first day of work:
  - a. Student Employment Agreement
  - b. Temporary Employment Contract (TEC)
  - c. TD1 – Federal Personal Tax Credits Return
  - d. TD1 BC – British Columbia Personal Tax Credits Return
  - e. Official direct deposit documentation from your Financial Institution or void blank cheque.
9. **Before I begin working:** I must complete the Employee Health & Safety orientation:
  - a. New Worker Health & Safety Online Orientation
  - b. Site Specific Safety Orientation Checklist (completed by Supervisor and student).

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Selkirk  College

## CONFIDENTIALITY AGREEMENT

“Confidential Information” means information disclosed to, used by, developed by, or made known to the Employee in the course of the Employee's employment with the College which is not generally known by persons outside the College's organization including, but not limited to:

1. Information (printed, electronic or otherwise) pertaining to the College's past, present, future and contemplated students, employees, assets, operations, practices, methods, facilities, equipment, data, technology, research, marketing methods or strategies, finances, inventions, routines, policies, and procedures; and
2. The College's intellectual property, as defined in the College's policies.
  - a. The Employee acknowledges that the Employee shall have access to and be entrusted with Confidential Information in the course of the Employee's employment or practicum with the College, and that the College's business would be irreparably harmed if such Confidential Information were disclosed to, or used by, any person outside the College.
  - b. The Employee acknowledges and agrees that the right to maintain the absolute secrecy of its Confidential Information is a proprietary right the College is entitled to protect.
  - c. Selkirk College is governed by the Freedom of Information and Protection of Privacy Act of British Columbia. All employees with access to personal information (student, employee, contract) records are responsible for maintaining the integrity and the confidentiality of those records.

Financial Aid & Awards

FinancialAid@selkirk.ca 1.888.953.1133 250.365.1295

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## **CONFIDENTIALITY AGREEMENT CONTINUED**

3. College employees who have access to personal information are required to abide by this policy and:
  - a. Not to make use of or permit unauthorized access to personal information. Employees may only review information which is required in the performance of their assigned duties, unless otherwise authorized by the individual.
  - b. Not to release Confidential Information to any person except in accordance with allowances under the Act. This includes personal information such as registration status, address, phone number, birth date, grades etc. Any third party requesting information (police, legal representatives), should be directed to the individual or may be referred to the Registrar's or Vice President, Education and Students Offices. Any employee requiring assistance should contact the Director, Human Resources.
  - c. Not to make personal use of confidential information which has been obtained through the conduct of their College duties. This includes development or sale of mailing lists.
  - d. Not to remove or alter any official record except in performance of their duties. This includes both the paper and electronic versions of the records.
  - e. To report any real or suspected violation of the integrity or confidentiality of the records to the Director of Learning Resources and the Registrar.
  - f. To report any requests to breach this policy to the Director of Human Resources.

## **ACKNOWLEDGEMENT**

I hereby certify that I have read the above responsibilities and confidentiality statement and fully understand and agree with the expectations of employment under the Work Study program. I am aware that failure to comply with any of the above conditions may result in disciplinary action being taken against me, including termination from employment. I am also aware that the College retains the right to pursue prosecution when misuse of its information or resources is suspected.

Student Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

Student Email: \_\_\_\_\_

Student Phone Number: \_\_\_\_\_

Permanent Home Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

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