

## Student Employee Policies & Procedures Agreement of Understanding

As a successful student employee of Highline College (HC), you are a representative of the College; therefore; when interacting with students, staff, faculty, and community members by phone or in person, it is important to be polite, understanding and responsive to their needs. **The following list are expectations to ensure quality customer service and professionalism in the work environment. Please read, sign and date.** A copy of this agreement will be kept in your personnel file.

### New Student Employee Orientation

\_\_\_\_\_ Student employees are required to take an online student employee orientation completed upon submission of referral form. The student employee orientation covers:

- Timesheet requirements
- Work study regulations and conduct
- Student employee expectations and responsibilities

**Note: Referral Forms will not be accepted until the completion of the New Student Employee Orientation.**

### FERPA Confidentiality

\_\_\_\_\_ As a condition of employment, you are required to take the Family Educational Rights and Privacy Act (FERPA) online tutorial. Generally, colleges need written permission from a student in order to release any information pertaining to their educational records

\_\_\_\_\_ Under Washington state law, all student records are considered privileged communication and information may not be disclosed to others without the students' written consent. Do not share any student information unless directed by your supervisor. You can also contact the College Registrar for FERPA questions if your supervisor is unavailable.

\_\_\_\_\_ I understand this information and will comply with the expectations and policies outlined above. If I am unclear or have difficulty complying with any position requirements, I will discuss it with my supervisor.

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**By signing this contract, I acknowledge that failure to comply with student employment (work-study or general fund) expectations may result in termination from my position at HC.**

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Name

Signature

Date

### **Access the FERPA & NSEO Quiz:**

<https://studentemployment.highline.edu/student-employees/new-student-employee-orientation/>