



## STUDENT EMPLOYMENT SUCCESS INFORMATION

Rev: 7/27/16

Here is some information to help you be successful in your role. Your department depends on you to perform your responsibilities and positively participate in your role as a student employee\*.

1. Comply with the Instructions/Conditions of Student Employment listed on the Student Work Assignment and Payroll Authorization form which you signed at the time of your employment. (**See Attached**) By signing the *Student Work Assignment and Payroll Authorization* form you certified:


*I have read and understand the above rules regarding my employment. I also agree that I will report only those hours I work each pay period and understand a violation of the rules mentioned above may result in the termination of my employment and my dismissal from Northwest College. I understand that I may work up to a maximum of 20 hours per week. I understand the Northwest College regulations governing student employment and that this offer is conditional upon my satisfactory performance of the job. I understand that I must be enrolled in a minimum of six (6) credit hours during the semester (two (2) for summer semester) in which I work.*

2. Do not share or release confidential student information about other students to anyone, including family members of the student, either by phone or in person. If you do not understand what is considered confidential student information, discuss this with your supervisor BEFORE providing any information. Unauthorized release of information may violate federal law and trigger legal ramifications. (**See Attached**)
3. A supervisor must be present (on campus) when you are working/on duty.
4. If instructions are not clear, ask for clarification in order to complete each task accurately. If you are not able to complete an assignment because you don't have the skills or training necessary, tell your supervisor immediately.
5. Be dependable and always report to work on time. Excessive tardiness or absenteeism may be grounds for termination. Discuss with your supervisor in advance if you know you will be late or absent from work. Notify your supervisor within one hour of the normal starting time if you are ill or unable to work due to extenuating circumstances.
6. **Report any work related injury or illness to your supervisor immediately.**
7. Keep accurate track of your time on the Web Time Entry electronic timesheet. Fill your timesheet out as you work rather than completing the whole timesheet when it is due. Make sure you electronically sign and submit your timesheet to your supervisor by the deadline. (A list of timesheet due dates can be found in the Orendorff Building room 106.)
8. Inform your supervisor of any hazards or safety concerns.

9. Recognize that supervisors count on student employees to work.
10. Act in a professional manner concerning all aspects of your work.
11. Respond positively to constructive criticism.
12. Establish good working relationships with your supervisor and other employees.
13. Be polite and courteous at all times.
14. Dress appropriately for your job.
15. Always perform your assigned duties to the best of your ability.
16. Discuss expectations regarding lunch and rest breaks with your supervisor.
17. Refrain from having family or friends visit during scheduled work times.
18. Discuss the use of personal cell phones during work hours with your supervisor. Extended personal phone calls or texting during work hours is considered inappropriate.
19. Inform your supervisor if you are going to have to end your employment for any reason. The customary notice time is 2 weeks advance notice.

*Consider your part time-position as an important job that will help you build skills and positively support your future work opportunities!*

**\*Student employment is temporary, is not guaranteed from one semester to the next, and may be discontinued at any time for any reason.**



Northwest College  
W Y O M I N G

Northwest College's  
**Annual Security and Fire Safety Report**  
is available at:  
**nwc.edu/safety**

This document contains information about NWC emergency and timely warning notifications, campus crime and fire statistics, facilities security and other related topics, as well as NWC policies regarding missing students, alcohol, drugs, sexual assault and rape. A paper copy is available by contacting the NWC Security Office at **307.754.6067**.

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## INSTRUCTIONS/CONDITIONS OF STUDENT EMPLOYMENT

- 1) I understand that I must complete an application, I-9 and a W-4 form and supply the necessary documents to support the I-9 to the Human Resources Office (ORB 106) before I am eligible to work as a student employee.
- 2) If I am ill or unable to work due to extenuating circumstances, I must call my Supervisor within one hour of the normal starting time for work and inform the Supervisor of the nature of the absence. I acknowledge that repeated tardiness and/or absences may result in termination.
- 3) As a student employee, I am expected to perform the specific assignments given me by a Supervisor. If I fail to carry out assignments as directed or do not work, I will be subject to termination of student employment.
- 4) I understand I must be enrolled in at least six (6) credit hours (two (2) for summer semester) at NWC for the semester(s) I am employed. If I drop below the required enrollment level of six (6) credit hours (two (2) for summer semester), I will be terminated from student employment.
- 5) In accepting this work assignment, I hereby certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with this assignment.
- 6) I will report any convictions of any criminal drug statutes occurring in the workplace to the NWC Financial Aid Office no later than five (5) days after such conviction.

**7) I agree to abide by the *Student Employee & General College Employee Policies* during my employment at Northwest College as found on the Student Portal.**

- 8) I understand that student employment is temporary and not guaranteed from one semester to the next.

## STUDENT EMPLOYEE STATEMENT OF UNDERSTANDING FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974\*\*

I understand that by virtue of my employment with Northwest College, I may have access to records which contain private and individually identifiable information, the disclosure of which is prohibited by the Family Education Rights and Privacy Act (FERPA) of 1974. I fully understand the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and/or civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure also violates Northwest College's privacy policy and constitutes just cause for disciplinary action including immediate termination of my employment whether or not criminal or civil penalties are imposed.

By signing the form, both parties acknowledge that the SUPERVISOR has discussed the importance and implications of this policy with the STUDENT EMPLOYEE.

\*\*Taken from the Student Work Assignment and Payroll Authorization and the FERPA Form