

Student Employee Code of Conduct

This Student Employee Code of Conduct must be read and reviewed with your supervisor on or before your first day of employment and at the beginning of each new academic year that you are employed. Once reviewed, you and your supervisor must sign and date this document.

Confidentiality

As a student employee at Southern California University of Health Sciences (SCU), you may have access to various types of restricted use and confidential information in the course of your work. Examples of this type of information includes, but is not limited to, financial information, student records, admissions information, telephone numbers, addresses, payroll and personnel records, donor information, financial aid information, information shared in overheard conversations between SCU staff, etc.

Student employees may be authorized to access such restricted use or confidential information as a condition of employment to the extent necessary to perform their duties. However, you are required to protect against unauthorized access to or disclosure of such information. In addition, you should not access any records or information unless specifically directed to do so by your supervisor.

Under no circumstances are you permitted to release any restricted use or confidential information to any unauthorized person, including, but not limited to, a friend, an outside caller, or another university employee who has not been authorized to have access to such information. If you have any questions about releasing certain information, you should speak with your supervisor before the release of any information.

You are prohibited from sharing any restricted use or confidential information verbally or in any written form, including, but not limited to, by email, on Facebook, Twitter, other social networking sites, blogs, message boards, etc.

Maintaining confidentiality is mandatory, and you must abide by the rules, regulations, policies, and procedures of SCU as well as federal and state laws. Disclosure of confidential information is a serious offense and may lead to disciplinary action pursuant to the Student Code of Conduct and/or termination of employment.

Conduct

SCU is committed to providing an academic environment that is safe and secure, allows students to develop personally and professionally, and reflects the values of the University. Members are expected to always exercise civility and mutual respect. Students are expected to behave in ways that are respectful of the rights of all members of the community to learn, work, practice, and teach.

As a student employee, you are expected to work in a serious and professional manner. This includes showing courtesy and respect to supervisors, co-workers and all others. Professionalism also should be exhibited in the way in which you answer a telephone, address a visitor, your attire, your punctuality and the honesty and integrity with which you perform your job duties.

Accordingly, you accept and agree to the following guidelines and responsibilities:

- To use all SCU property and resources (e.g., facilities, equipment, supplies, computers, telephones, copy machines, SCU's name, stationery, etc.) only for authorized business purposes. Personal use of such property and resources is prohibited.
- To be on time for your scheduled work hours, take your appropriate breaks and to follow your work schedule.
- To notify your supervisor as soon as possible if illness or other circumstances prevent you from working during your scheduled work hours.
- To ask questions if you do not understand your job duties or assignments.
- To report any problems to your immediate supervisor. If you are unable to find a resolution, please inform the Financial Aid Department, so they can further assist or escalate the issue with the appropriate department.
- To accurately complete your time sheets. Reporting false work hours will result in immediate termination of your employment.
- When working with community service agencies, it is imperative that you present a professional attitude. You are representing both the University and your profession.
- To report to work in attire that is neat, clean, and appropriate for the job that you hold. You should consult with your supervisor if you have any questions about appropriate work attire.
- To abide by the policies found in the University's Drug and Alcohol Awareness Program. Students may not be under the influence of alcohol or recreational drugs or misuse legal drugs or controlled substances while on-campus or engaged in University related activities and classes.

By signing below, you acknowledge and understand that your employment with SCU is at will and can be terminated by SCU or yourself at any time. You further agree to respect and follow this Code of Conduct and to protect against unauthorized access to or disclosure of restricted use or confidential information.

Student Name: _____ Student ID: _____

Student Signature: _____ Date: _____

Supervisor Name: _____

Supervisor Signature: _____