



Confidentiality Agreement

By being employed with Washington College, I may have access to educational, financial, and employment records that contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Right and Privacy Act of 1974 (FERPA). I further understand that I may have access to other records and information that the College or my employing office considers privileged.

Because of the information that students may view, Washington College is requiring all student workers to sign a confidentiality agreement. This means I am aware that I may view and work only with information that pertains to my job. Information on individuals, other than published information, is not to be shared with individuals anywhere outside of the office.

I further understand that accessing, releasing, or using information without authorization that Washington College considers privileged or confidential violates College policy and is a violation of the Honor Code. I acknowledge that if I abuse my responsibilities as an employee by improperly altering confidential information or assisting others in doing so, or if I violate another's right to privacy by communicating confidential information to unauthorized persons, my status as an employee will be terminated, and I may be brought up on Honor Code charges.

Employee Acknowledgement: _____

Washington College Policies

I hereby acknowledge constructive receipt of and agree to comply with College policies, as may be revised from time to time, published in

- The Faculty Handbook at <http://provost.washcoll.edu/secure/fall2013/Faculty-Handbook-2013-2014.pdf>
- Or the Washington College Policies page at <http://hr.washcoll.edu/policies.php>
- Or the Student Employment Handbook at <http://hr.washcoll.edu/student-employee-forms-and-downloads.php>

Employee Acknowledgement: _____

Drug, Alcohol, and Fire Arms Policy

Washington College prohibits possession, use or distribution of drugs and illegal or unauthorized use of alcohol by employees in the work place. Violations may result in action by law enforcement officials, disciplinary action up to, and including termination of employment and/or mandatory participation in a substance abuse rehabilitation program. By Federal Law, Washington College must be notified within five days of any employee's conviction under criminal drug statutes.

The possession, storage or use of fireworks, firearms, ammunition or explosives is prohibited at any time for any purpose at any place on the campus or other property of Washington College.

I have read and understand the above statements and acknowledge that the use of drugs and illegal and/or unauthorized use of alcohol is prohibited as a condition of employment with Washington College.

Employee Acknowledgement: _____

Use of Property Agreement

Washington College provides its employees with appropriate supplies, facilities, and equipment necessary to effectively perform their job duties. Equipment and supplies should not be removed from campus unless it is approved and a work assignment requires use of College property outside the physical facility of the College.

Employees are encouraged to use College resources prudently and efficiently. Misuse of these resources will be regarded as a serious violation of College policy.

Employee Acknowledgement: _____

Health Coverage Options

Health Insurance is available to all employees hired in a benefit-eligible position. As part of the Health Care Laws to take effect in 2014, there will be a new way to buy health insurance: the Health Insurance Marketplace. Health Insurance Marketplace Coverage Options are available at HealthCare.gov, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

Employee Acknowledgement: _____

Print Employee Name

Employee Signature

Human Resources Representative Signature

Date

Date