



King University
2021 - 2022

Student Employment Handbook
For
KU Students and Supervisors

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Index

- 1.0 Introduction
- 1.1 Mission Statement
- 1.2 Conditions of Employment
- 1.4 Equal Employment Opportunity
- 1.5 Disability Accommodation
- 1.6 Work Related Injury
- 1.8 Voluntarism
- 2.0 Confidentiality
- 2.2 Federal Work-Study
- 2.4 Campus Employment
- 2.8 Hiring Procedures
- 3.2 Employment Paperwork
- 3.4 Pay Rates
- 3.6 Employment Hours
- 3.8 Payroll/Portal Time Entry
- 4.0 Student Employee Rights & Responsibilities
- 4.1 Federal Regulations
- 4.2 Student Employee Supervisor Responsibilities
- 4.3 Driver Policy and Operation Regulations
- 4.4 Employee Grievance Procedure
- 4.5 Substance Abuse Policy
- 4.6 Disciplinary Procedures/Termination
- 4.7 Academic Requirements
- 5.0 Thanks to You

- Appendix 1 Verbal Warning Form**
- Appendix 2 Written Reprimand Form**
- Appendix 3 Probationary Period Form**
- Appendix 4 Termination Form**
- Appendix 5 Confidentiality Statement**

1.0 Introduction

The purpose of this handbook is to provide information on the standards of conduct and employment procedures for student employees of King University. These standards are defined solely at the discretion of the University, and as such, may be revised or discontinued without notice. The University believes it is important that each student employee and each supervisor be fully aware of these procedures so that the responsibilities are clearly understood and carried out. It is expected that student employees together with supervisors are responsible for the application and enforcement of these policies and procedures. Each student employee is an important and valuable asset to the successful operation of King University.

We believe that work enhances the total educational program through the learning of responsibilities, attitudes, and processes associated with employment. Work provides opportunities for personal growth and skills training.

1.1 Mission Statement

King University student employment offers students the opportunity to earn financial support and gain valuable work experience while attending college. The Student Employment Coordinator and the Financial Aid Office coordinate this effort in compliance with federal, state, and college regulations and policies

1.2 Conditions of Employment

A student employee is a part-time employee who is enrolled at the University as a traditional student and is degree seeking. Therefore, the employment is temporary in nature. Student employees who withdraw, drop below six credit hours of enrollment, or are suspended are not eligible to work.

Student employees are not eligible to receive employment benefits such as, but not limited to: paid vacation, sick leave, holiday pay, medical or dental insurance, unemployment compensation, and retirement benefits.

If a student resigns or is fired from a campus job, they will not be assigned to another campus job. The student may apply for a different campus job after one full semester of enrollment has passed, but there is no guarantee that they will be offered another campus job. In addition, no grant or scholarship funds will be awarded to replace lost job earnings.

The University adheres to the principles of At-Will Employment whereby the University and employees alike can terminate the employment arrangement at any time and for any reason. Nothing in this handbook shall create a contract of employment or in any way limit the right to terminate employment at-will by the University or employee.

1.4 Equal Employment Opportunity

The University adheres to a strict non-discrimination policy regarding the treatment of individuals. In addition, in accord with federal law and applicable Tennessee statutes, the

University does not discriminate on the basis of race, color, religion, sex, age, national origin, citizenship, disability, veteran status, or any other factor protected by law.

1.5 Disability Accommodation

The University will make reasonable accommodations, whenever necessary, for all employees with disabilities, provided that the person is otherwise qualified to perform the essential functions of the job without constituting a direct threat to the health or safety of the individual, others, or property and provided that the accommodation does not impose an undue hardship on the University.

1.6 Work Related Injury

Student employees are covered by Workers' Compensation Insurance for on-the-job injuries. Workers' Compensation provides for the payment of medical expenses to an employee who suffers the effects of any injury arising out of, and in the course of, employment.

Any student employee sustaining a work related injury/illness is required to report the incident immediately to their supervisor. A student should not seek first aid or treatment without informing their employer.

1.8 Voluntarism

The Fair Labor Standards Act of 1938, as amended, prohibits employers from accepting voluntary services from any paid employee. All King University student employees (Federal Work-Study and Campus Employment) must be paid for all hours worked.

2.0 Confidentiality

The confidentiality of student information is protected under a federal law known as the Family Educational Rights and Privacy Act (FERPA). Inappropriate release of confidential student information is a serious offense. If you have access to student information as part of your employment, your supervisor may ask you to sign a confidentiality statement. (See Appendix 5 for an example of the Confidentiality Statement.)

Do not discuss department issues with anyone outside of the department, nor remove files or other materials from your workplace.

Student employees who handle Educational or Confidential records must attend FERPA Training.

2.2 Federal Work-Study

Federal Work Study (FWS) is a financial aid program awarded on the basis of financial need and is subsidized by federal funding. We receive 75% of the funds from the federal government and King contributes 25%. Federal laws must be complied with by not allowing FWS students to earn more dollars than their awards and by making sure that their work/class schedules do not conflict. The employing department must have on file the class schedule for

each semester the student works as a FWS employee. The FWS award is the maximum earnings authorization. Students who do not earn their allocated FWS award during the fall semester can earn the remaining award in the spring semester. **Once the student has earned their maximum award, the student must stop working!** The student's supervisor may contact the Work Study Coordinator to request an increase in the student's award, however there may not be additional dollars available.

Schools that receive FWS are required to spend 7% of their federal funding for community service employment and America Reads tutoring. We hire students to be tutors at various entities in the Bristol area to satisfy part of this requirement.

2.4 Campus Employment

King receives no federal funding for this program. Campus Employment is not awarded on the basis of financial need. The Campus Employment program has the same job descriptions, hiring process, policy and procedures, pay, etc. as the FWS program. **Once the student has earned their maximum award, the student must stop working!** The student's supervisor may contact the Work Study Coordinator to request an increase in the student's award, however there may not be additional dollars available.

2.8 Hiring Procedures

Prior to hiring a student worker, clearance must be received from the work study coordinator that the student is eligible for work. In the spring semester of each year, students who will be returning will be allowed to apply and interview for jobs for the next year. The Financial Aid office will post on their web page the application process and any positions that are available. It will be the responsibility of the student to contact the supervisor listed and proceed with the interview process. Departments are not required to interview the applicants, but are encouraged to. They may make their hiring decision based on the applicant and their knowledge of the position. Once the hiring decision has been made, the supervisor should call the student and offer the job. When the student has accepted the position, the supervisor and the student will complete the work study application and return it to the Financial Aid office. The supervisor should also notify the other applicants who weren't chosen for the position that the job has been filled. Students may accept a maximum of three (3) work study jobs per semester (two hourly and one stipend or two stipends and one hourly) and work a combined maximum of twenty (20) hours per week in hourly positions.

Incoming first-year students who have been awarded a job as part of their financial aid package will receive information about potential job openings and follow the same hiring process as returning students.

3.2 Employment Paperwork

Before a student can begin employment, they must fill out the appropriate employment paperwork. All first time work study students will complete a New Student Employment Contract, which includes the Form I-9, and a Federal W-4. As part of completing the I-9 form, we are required to examine certain documents, which could include the student's driver's license, King University ID, social security card, U.S. Passport, birth certificate, etc.

All students must have a valid Social Security number. Numbers that begin with “899” or “900” are not valid for employment purposes. International students who work on campus will be required to complete an application for a Social Security number and will be taken to the Social Security office.

At the end of the calendar year, the payroll office will send each employee the W-2, Wage and Tax Statement, as required by the Internal Revenue Service.

3.4 Pay Rates

Student employees will be paid the minimum hourly wage, which is currently \$7.25 per hour and is designated by the Department of Labor, unless otherwise designated by the Financial Aid Office.

3.6 Employment Hours

Each student employee has a designated amount of funding that can be earned. The student and their employer should work together to make sure the student is working the appropriate amount of hours so as not to exceed the amount of earnings awarded to the student. Student employees may not exceed 20 hours per week worked in all jobs combined.

The supervisor should establish reasonable paid breaks, not exceeding 15 minutes, for students who work at least ½ day (4 continuous hours). A break should not be provided for those scheduled less than one-half day. A student who is expected to work 6 continuous hours or longer will be permitted an unpaid lunch break of at least 30 minutes. Some departments on campus will require evening and weekend hours.

If a student misses some scheduled time due to sickness, etc. they can make up the time later in the semester. When a student is making up hours, they are limited to no more than 20 hours per week. A student cannot work during a scheduled class even if the class has been cancelled.

3.8 Payroll/Portal Time Entry

Student employees are paid once a month, on the last day of the month. The payroll schedule for the year outlines the pay periods and pay dates. Student employees are required to enter their time on a daily basis in their work study portal or by using the King University Time Clock app on Android and iOS. The work week begins on Monday and ends on Sunday. Supervisors must approve a student’s time weekly. The work study portal is closed at midnight on the 15th of each month to calculate hours worked that have been approved and reopened on the 16th for the next month’s data.

Work study students will be paid only for the hours worked.

Students are paid through direct deposit to the bank of their choice. King University uses Greenshades employee services software to deliver electronic pay stubs to student employees. You will be able to view and/or print your paystub each month from any computer. Prior pay history is also available. Greenshades will also give you an option to receive electronic W-2

forms at year end. Employees electing electronic W-2 forms will receive them a few days sooner than those electing paper forms due to printing and mailing time lag. Student employees will not have an active account in Greenshades until their first payroll date.

For example: a student employee who works 08/24/20 through 09/15/20 will be paid for the first time on September 30, 2020. This student may go to the link below and complete their log in set up any time after September 30, 2020.

Below is the link to the site:

<https://www.greenshadesonline.com/SSO/EmployeeApp/#/company/KingU/login>

Click “Create an Account” on the right side of the screen and follow the prompts to complete the process. You will need access to your King student email account. Once you have successfully logged into the software, click on Pay History in the top menu bar and then Pay Stubs in the drop down. You will see the payroll stub summary listing paid hours, gross amount, taxes and net pay. Click “View” to the left of the pay date and the check will open. You will be able to print the check stub if you wish. Please contact the payroll department in the Business Office if you need assistance.

4.0 Student Employee Rights & Responsibilities

1. Work Schedule

Student employees are required to inform their employer of their class schedule for each semester and any subsequent changes in their class schedule. Supervisors will schedule work hours around the student’s class schedule. Students are expected to work the hours agreed upon. Students cannot work during classes even if the class is cancelled.

2. Attendance

Students are expected to report to work on time and be ready to work. Students must inform their supervisor in an adequate amount of time if they will be absent or late. Student employees may end their employment with two weeks written notice. Any student employee who quits a job during the semester may not receive another job that semester.

3. Proper Attire

Student employees should dress appropriately, as determined by the supervisor’s department. In general, a student employee should use acceptable hygiene and maintain a well-groomed appearance.

4. Attitude and Job Performance

Student should have a positive attitude and perform the job correctly and completely to the best of the student’s ability. Students must try to establish a good working relationship with their supervisor and other department employees. Students must always follow the department’s policies and procedures.

5. Confidentiality

The confidentiality of student information is protected under a federal law known as the Family Educational Rights and Privacy Act (FERPA). Inappropriate release of confidential

student information is a serious offense. If you have access to student information as part of your employment, it is imperative that you not share the information with anyone outside of your office. Do not discuss department issues with anyone outside of the department.

4.1 Federal Regulations

Penalties for Fraud and Other Work-Study

Violations – Student employees and Supervisors should be aware of the following regulations that are published in the December 31, 1980 Federal Register, Section 668.10: “(a) (1) Any person who knowingly and willfully embezzles, misapplies, steals or obtains by fraud, false statement or forgery, any funds, assets, or property provided or insured under any Title Student Assistance Program, including federal work-study shall be fined no more than \$10,000 or imprisoned for not more than five years, or both. However, if the amount so embezzled, misapplied, stolen or obtained by fraud, false statement, or forgery does not exceed \$100, the fine shall not be more than \$1000 and imprisonment shall not exceed one year, or both.”

4.2 Student Employee Supervisor Responsibilities

1. Employment Paperwork

Prior to hiring a student worker clearance must be received from the work study coordinator that the student is eligible for work.

Supervisors must complete a KU Student Job Description and have on file in the Financial Aid Office for each position in your department/organization.

Provide each student worker a copy of the Student Employment Handbook and Job Description.

Supervisors must return completed Employee Work Study Packet to the Financial Aid Office. The employing department will be notified once the student is cleared to begin work. No student is to begin working without an email notification from the work study coordinator.

2. Training

The supervisor must provide the student with a job description outlining the student’s job duties and responsibilities. (A copy of the job description for each department also needs to be on file in the Financial Aid office.) The supervisor should inform the student of all expectations, including departmental policies, dress code, and any other necessary information.

3. Monitor Time/Payroll Records

Make sure students hours worked are reported accurately and entered daily. Approve hours on a weekly basis. Make sure the student does not exceed their allotted hours or monetary award. Failure to clock in and out on a consistent bases can warrant removal from the work study program.

4. Disciplinary Procedures

Always correct inappropriate behavior as soon as possible. The disciplinary procedures as outlined below should always be followed.

5. Maintain Records

Each department must have a personnel file for each employee and it must be kept for 5 years after the student employee leaves. The file must include:

- a) the class schedule for each semester the student works on campus and
- b) disciplinary forms, if any.

6. Employee Evaluations

Supervisor must complete an Employee Evaluation on all student workers each semester they are employed.

4.3 Driver Policy and Operation Regulations

The Department of Safety and Security oversees the driving program. The application to drive a college vehicle is available on the Intranet under “Safety and Security,” on Blackboard” under “Employee Training” or picked up at the security office in the basement of Parks Hall.

Student Employees’ Use of Personal Vehicles for College Business: A “student employee” is any person who is employed through the Financial Aid office and assigned to King College school or department. Student employees are only authorized to drive King College vehicles as described in this policy and are not authorized to conduct King College business while driving a personal motor vehicle. Any student employee who chooses to conduct King College Business through the use of a motor vehicle does so without authorization and is solely responsible for any claim while performing such activities.

No student employee is allowed to drive a school vehicle without prior approval from the King Department of Safety and Security.

4.4 Employee Grievance Procedure

In the event a student employee has a grievance, the employee should first discuss their concern with their supervisor. If the employee’s complaint relates to the supervisor or if the complaint is not satisfactorily resolved with the supervisor, the employee should bring the matter to the attention of the Work Study Coordinator. If it is not resolved at that level, the employee may present their grievance in writing to the Director of Financial Aid. The decision rendered by the Director of Financial Aid is final. Grievances pertaining to sexual harassment and/or discrimination will be addressed through the King University Conduct Policy. Refer to the Student Handbook for more information.

4.5 Substance Abuse Policy

Substance abuse is prohibited. Any student employee who engages in substance abuse at work or on campus may be terminated. Student employees who engage in substance abuse off campus and not during working hours may be terminated if their substance abuse does affect, or is likely to affect, their ability to perform their official duties or does or is likely to affect King University in any way. Student employees who refuse to participate in alcohol or drug test required under this policy may be terminated. In no event should student employees perform their official duties while they are impaired.

If a student employee is convicted (or given first offender treatment, or pleads nolo contendere) in any court for a crime which constitutes substance abuse, they must report this to their supervisor. Student

employees who fail to do so may be terminated. This policy does not prohibit the University from taking action against a student under the policies of the student handbook.

Purpose

Persons who are impaired by substance abuse endanger students, themselves, and their fellow student employees. By prohibiting substance abuse, and by establishing a program to determine whether student employees are engaged in substance abuse, this policy seeks to prevent its risks and ill effects.

Definitions

Substance abuse shall mean:

- The use or possession of any drug in a manner prohibited by law; and
- The use of alcohol and/or any legal drug and/or improper/illegal use of prescription drugs and/or other substance while on university property.

Impaired shall mean that a person's mental or physical capabilities are reduced below or above their normal levels (with or without any reasonable accommodation for a disability).

A *positive drug test* shall mean any drug test whose results indicate that the student employee has committed substance abuse, according to the current medical standards and the definitions in this policy. No test results shall be reported as positive without proper analysis of a certified lab contracted by King University.

A *negative drug test* shall mean any drug test whose results do not indicate a positive drug test.

Reasonable cause shall mean that evidence which forms a reasonable basis for concluding that it is more likely than not that a person is/has engaged in substance abuse. Facts which could give rise to reasonable cause include, but are not limited to:

- The odor of alcohol or drugs
- Impaired behavior such as slurred speech and decreased motor coordination
- Marked changes in personality or job performance
- Unexplained accidents.

Covered student employees shall mean, but not limited to: security officers, person who operate machinery (such as mowing equipment) and any person authorized to operate a King University vehicle. Student employees in other positions that may be required to undergo required testing and random testing are designated in writing by the Vice President for Administration and Finance.

Drug Testing Procedures

The drug tests required by this policy shall be performed by a certified facility contracted by King University. These procedures shall ensure that the sample identified to a student employee actually contains materials from that student employee, that the samples are protected from tampering, and that the analysis of them is done in accordance with reasonable and accepted medical standards.

The tests shall screen for the use of drugs whose use is either illegal, or which are prone to abuse, as determined at the discretion of the Vice President for Administration and Finance. If the drug test is being performed pursuant to reasonable cause to believe that a Covered Student employee is abusing a particular drug or substance, then the test may also screen for that particular drug or substance.

The results of a student employee's drug test shall be communicated by the laboratory to the Vice President for Administration and Finance, who shall notify the student employee and the student employee's supervisor of any positive drug test.

The laboratory may bill the budget department of the applicant or student employee for the tests performed pursuant to this policy.

Pre-employment Drug Testing

Currently, King University does not conduct pre-employment drug testing.

For Cause Drug Testing

All student employees shall undergo a drug screening test when reasonable cause exists to believe that they have committed substance abuse or have been involved in a workplace accident.

If any student employee has reason to believe that a covered student employee is engaged in substance abuse in violation of this policy, they should report this fact to the supervisor of the apparently abusing student employee.

If a supervisor has reasonable cause to believe that a covered student employee under their supervision is engaging in substance abuse in violation of this policy, then they should seek permission to perform a drug test. To document this process, a "For Cause Drug Testing Authorization" form shall be completed by the student employee's supervisor. This policy and form is located on the Intranet Student employee Policies under the title "Substance Abuse - For Cause Drug Testing Authorization".

Authorization for a drug test for cause must be obtained from the Vice President for Administration and Finance or his or her designee.

If authorization for a drug test for cause is given, then the student employee shall be directed to provide a sample for testing immediately. The Vice President for Administration and Finance (or designee) and the student employee's supervisor shall coordinate with the laboratory to arrange the test. Pending the results of such a test, student employees shall be placed on paid administrative leave, and they shall be removed from duty.

Supervisors should advise impaired student employees that they should not drive. It is the responsibility of the impaired student employee to arrange for their own safe transportation from the campus.

Student employees with a positive for cause drug test may be terminated.

Post-Accident Drug Testing

After a workplace accident that results in an injury, the student employee is required to submit to a drug and/or alcohol test as follows:

- The injured student employee will be taken to a medical facility for immediate treatment of the injury. Specimens shall be obtained at the treating facility or a designated collection site and transported to the approved testing laboratory.
- No specimens will be taken prior to the administration of emergency medical care. Once this condition has been satisfied, an injured student employee must submit to testing.

In the case of non-emergency injuries reported to the University after the fact, the injured student employee must submit to testing within 24 hours of the report of the injury.

Random Drug Testing

All covered student employees shall be subject to random drug testing.

Once a year, the Vice President for Administration and Finance (or designee) may randomly pick no fewer than four covered student employees for testing. The Vice President for Administration and Finance (or designee), shall ensure that the chosen student employees and their supervisors are notified and that the student employee submits to the drug test as directed. In no event shall the student employee to be tested receive notice of the test earlier than the day or shift during which they are to be tested.

Counseling and Rehabilitation

It is recognized and accepted that early treatment is the key to rehabilitation for substance abusers. Student employees are encouraged to voluntarily request counseling or rehabilitation before their substance abuse leads to disciplinary or work related problems. If, prior to an arrest for substance abuse, an student employee notifies their immediate supervisor that they illegally use a controlled substance, marijuana, a dangerous drug and/or have an alcohol abuse problem and is receiving or agrees to receive treatment under a drug and/or alcohol abuse and education program, such student employee shall be retained for up to one year as long as the student employee successfully follows the treatment program. If the student employee fails to successfully follow the program, they may be terminated. No statement made by a student employee to their supervisor in complying with this program shall be admissible against the student employee in any proceeding unless the student employee admits to a violation of the law. The rights granted in this section shall be available to an student employee only once during a five year period, and shall not apply to an student employee who has been asked to provide a sample for cause, or an student employee who has refused a drug test, or tested positive for substance abuse.

Appeals

Student employees who are disciplined related to their employment for substance abuse may appeal the discipline directly to the Vice President for Administration and Finance. Appeals for matters related to student conduct will follow the appeal process described in the student handbook.

4.6 Disciplinary Procedures/Termination

Violations of work rules, instances of unacceptable behavior, misconduct, or poor performance may subject the employee to discipline. Some types of misconduct are intolerable and may result in termination at the first occurrence. An employee may be terminated for any reason, at the sole discretion of the University. Employees will generally be given an opportunity to relate their version of the incident or problem in discussion and provide an explanation they consider relevant. Students are also responsible for following the Policies of the Student Handbook.

These steps will generally be followed in dealing with employee misconduct or poor performance.

1. The first occurrence should be a **verbal warning** to the student. The supervisor should discuss the inappropriate behavior with the student and should document the date and time of the discussion and what was discussed. The original should be kept by the supervisor

and a copy sent within 2 days to the Work Study Coordinator. (See Appendix 1 for an example of the Verbal Warning Form.)

2. The second occurrence should be a **written reprimand** given to the student. The student and supervisor must sign off on the document. The original should be kept by the supervisor and a copy sent within 2 days to the Work Study Coordinator. (See Appendix 2 for an example of the Written Reprimand Form.)
3. If the work behavior has not improved and/or there is a third occurrence, the supervisor should discuss the situation with the Work Study Coordinator. If the supervisor and the Work Study Coordinator decide that the situation does not warrant immediate termination, they may decide to place the student on a one-week **probationary period**. (See Appendix 3 for an example of the Probationary Form.) If the employee's work performance has not improved by the end of the probationary period, the supervisor may terminate the employee.

On the other hand, the Work Study Coordinator and the supervisor may decide that the situation warrants immediate **termination** rather than a probationary period. In that case, the supervisor should fill out the **Termination Form**, keep the original on file and send a copy within 2 days to the Work Study Coordinator. (See Appendix 4 for an example of the Student Employee Termination Form.)

4.7 Academic Requirements

A student must maintain good academic standards to be employed on campus. The minimum academic requirements are described under "Academic Probation and Suspension" in the *King University Catalog*. If a student's GPA falls below these standards for two (2) consecutive semesters, the student will lose his/her job.

5.0 Thanks to You

The success of the Student Employment Program relies heavily on the enthusiasm and cooperation of all of its participants. We thank you for participating in this program. Please feel free to contact our office if you have any questions about student employment at King University.

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Appendixes below are for Supervisor use only.

Appendix 1

King University

**Student Employment Disciplinary Action
Verbal Warning Form**

Student Employee's Name: _____

Department: _____

Please describe the inappropriate behavior/poor performance of the employee:

Give a detailed account of the discussion with the employee (including the date and time the discussion took place):

Supervisor Signature: _____ Date: _____

Send a copy of this form to the Work Study Coordinator within 2 business days.

Appendix 2

King University

**Student Employment Disciplinary Action
Written Reprimand Form**

Student Employee's Name: _____

Department: _____

This is the second occurrence of disciplinary action against this employee. The first occurrence was a verbal warning to the student, which occurred on _____.
Date

Please describe the inappropriate behavior/poor performance of the employee:

Supervisor's Comments:

Supervisor's Signature: _____ Date: _____

I have read and understand this written reprimand.

Employee's Signature: _____ Date: _____

Employee's Comments:

Send a copy of this form to the Work Study Coordinator within 2 business days.

Appendix 3

King University

**Student Employment Disciplinary Action
Probationary Period Form
(For Financial Aid Office Use Only)**

Student Employee's Name: _____

Department: _____

Supervisor: _____

Date of Work Study Coordinators discussion with Student Employee: _____

Dates of Probationary Period: _____ to _____

Comments: _____

Signed by Work Study Coordinator: _____

Signed by Student Employee: _____

Send a copy of this form to the Work Study Coordinator within 2 business days.

Appendix 4

King University

**Student Employment Disciplinary Action
Termination Form**

The University adheres to the principles of At-Will Employment whereby the University can terminate the employment arrangement at any time and for any reason. Violations of work rules, instances of unacceptable behavior, misconduct, or poor performance may subject the employee to discipline. Some types of misconduct are intolerable and may result in termination. The employee named below is being terminated.

Student Employee's Name: _____

Date of termination: _____

Reason for termination: _____

Department: _____

Supervisor's signature: _____ Date: _____

Send a copy of this form to the Work Study Coordinator within 2 business days.

Appendix 5

King University

Student Employee Confidentiality Statement

As a student employee at King University, you may have access to information that is of a confidential nature and is protected by federal and state law. Confidential information includes, but is not limited to, student records, parent records, financial statements, transcripts, employee records and other written materials. You may have access to information in computer information systems on an office computer. You also may hear conversations about confidential personal matters. As a student employee, you are expected to maintain confidentiality to ensure the security and privacy of such information.

Please read the following statements and put your initials beside each statement to indicate your understanding.

_____ I will not share confidential information that I have access to as a student employee.

_____ I understand that this agreement applies to my time on and off campus and after my student employment position ends.

_____ I understand that willful or unauthorized disclosure violates King University policy and could constitute just cause for disciplinary action including termination of employment.

I acknowledge my duties as a student employee of King University and understand that breaches of confidentiality are a serious offense. I acknowledge that I fully understand that the intentional disclosure by me of confidential information to any unauthorized person could subject me to criminal and civil penalties imposed by the law.

Print Name _____

Signature _____ Date _____