

**Texas Christian University**  
**Human Resources**  
**Confidentiality Agreement for Student Employees**

I, \_\_\_\_\_, will follow and execute the rules, regulations, policies and procedures of Texas Christian University and the department in which I am employed. My responsibilities have been explained to me and I feel I have the qualifications and maturity to handle them.

I also understand that some of my work will involve access to information/records that are confidential and are protected by law. I acknowledge my responsibility to respect the confidentiality of these records and to office services provided to University students, faculty, staff and alumni, and employers.

Failure to perform my duties as a student worker in accordance with the standards of Texas Christian University and the department in which I am employed will result in the termination of all my responsibilities. I also understand that if I do not honor the confidentiality of material and information or do not protect the privacy of all students and staff, I will be dismissed immediately. I understand this action to be necessary in order to maintain high professional standards of the office and the integrity of the University.

I will adhere to scheduled work hours. If late or unable to attend work, I understand that it is mandatory to notify my immediate supervisor and if he/she is not available, I must notify another staff member and inform them of my status.

I understand that I am required to complete a daily time sheet and submit this time sheet for the current week to my supervisor for signature by 3:00 on the Friday that the pay period ends. I am responsible for completing my time card and will not complete time sheets for friends or co-workers. I understand that falsifying time sheets will result in dismissal. I also understand I must request a leave of absence from my supervisor when I would like to have additional time off work.

I fully understand my job responsibilities and the policies and procedures of the university as explained to me and in any other agreement with my employer and in this contract.

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Signature of Student Employee

Date

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Signature of Supervisor

Date