

# STUDENT EMPLOYEE POLICIES & PROCEDURES AGREEMENT OF UNDERSTANDING

As a successful student employee of Highline College (HC), you are a representative of the College; therefore; when interacting with students, staff, faculty, and community members by phone or in person, it is important to be polite, understanding and responsive to their needs. **IMPORTANT:** Application forms will not be accepted until the completion of the New Student Employee Orientation and FERPA quizzes.

**Work with your supervisor with this completion.**

## **New Student Employee Orientation** **REQUIRED:** EARN 20/20 SCORE FOR PASS

NSEO is designed for student employees to enhance skills, such as, customer service, professionalism and essentials to become a successful student employee on campus. The student employee orientation covers: Timesheet requirements, Regulations and Conduct, and Expectations and Responsibilities.

## **FERPA Confidentiality** **REQUIRED:** EARN 9/12 SCORE FOR PASS

Test your knowledge of the Family Educational Rights and Privacy Act!  
FERPA covers the following topic(s): Do/dont's of sharing any student information without supervisor approval. How to contact College Registrar for FERPA questions if your supervisor is unavailable.

As a condition of employment, you are required to take the Family Educational Rights and Privacy Act (FERPA) online tutorial. Generally, colleges need written permission from a student in order to release any information pertaining to their educational records.

- Under Washington state law, all student records are considered privileged communication and information may not be disclosed to others without the students' written consent.
- I understand this information and will comply with the expectations and policies outlined above. If I am unclear or have difficulty complying with any position requirements, I will discuss it with my supervisor.

**By signing this contract, I acknowledge that failure to comply with student employment (workstudy or general fund) expectations may result in termination from my position at HC.**

**Student Signature**  
(Type Name)



# STUDENT ONBOARDING

## General Fund Application Form

### Applicant Requirements

- Enrolled in at least six credits per quarter; Maintain a GPA of no less than 2.5
- International students are able to work only under General Fund, at the start of their second quarter only.

### Career Staff must complete this section.

Staff Name	<input type="text"/>	Pay Rate	<input type="text" value="\$"/>	Estimated Hire Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Student Employment Specialist Signature	<input type="text"/>						End Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Student must complete this section.

Please fill out the following student information section. **NOTE:** Incomplete quizzes and onboarding forms will not be processed by Student Employment staff.

First, Last Name	Student Email	
Date of Birth(MM/DD/YEAR)	ctcLink ID Number	Phone Number

### Current employment status:

**Returning**  
I worked at Highline College within the last six months.

**New Hire**  
I have not worked at Highline College before.

**REMINDER: Complete the Required quizzes before filling out this form.**

**Read the following information carefully.** Check each box once complete or confirming your understanding of the Student Policies and Procedures listed in the Agreement of Understanding.

I understand that I cannot work until I have received my Employees Tab in my ctcLink account.

I understand that the New Student Employee Orientation & FERPA quizzes are required before the first day of work. The training is designed to show me how to submit time sheets, work study policies and FERPA.

By signing this contract, I acknowledge that failure to comply with student employee expectations may result in termination from my position at Highline College.

Student Signature  
(Type Name)

Date

## Supervisor must complete this section.

### Supervisor Policies & Procedures Agreement of Understanding

Keep in mind that students cannot work more than 19 hours per week during the academic quarter. It is the supervisor and students responsibility to track the students hours and NOT exceed them.

It is the supervisors responsibility to check in with their student staff, to verify that the GPA's are consistent and never below a 2.5 GPA.

#### **Break Period Requirements (must meet both requirements)**

- 1). Attending the next quarter for six or more applicable credits.
- 2). Department has enough budget to pay the student during break period.

#### **NSEO, FERPA and HCM Access**

- I am responsible to confirm this student has completed the required New Student Orientation and FERPA training quizzes; prior to their first day of work regardless of whether the student will have access to view student or public personal information. The training must be completed online before their employment.
- I understand my student employee cannot begin working until they have received their Employees Tab in ctcLink.

**Supervisor Full Name**

**Date (MM/DD/YR)**

**Department Name**

**Student Staff Position Name**

**Budget Combo Code**

**Supervisor Signature**

**All of the following must be completed. Incomplete Application Form is not acceptable.**

1. Student/Supervisor: Completed the Policies and Procedures page.  Yes  No  
Student has completed the New Student Employee Orientation and FERPA quizzes.  Yes  No
2. I understand both student and I are responsible for monitoring hours. Failure to do so may result in your department being charged.  Yes  No
3. This position relates to the students program of study and I confirmed that the student is enrolled in 6 or more credits (Does not apply to WFWS or FWS, only to SWS and General Fund students).  Yes  No

*The college provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, age, disability, sex, sexual orientation, marital status, creed, religion, or status as a veteran of war. Prohibited sex discrimination includes sexual harassment (unwelcome sexual conduct of various types). Students who need disability accommodations should contact Access Services at, email: [access@highline.edu](mailto:access@highline.edu) or by phone, (206) 592- 3857.*