

Work Study Compliance and Responsibility Form

Student's Name (PRINT): _____ Phone: (____) _____

HCC ID: _____ Date of Birth: ____/____/____ Home Campus: _____
(9-digit number required) (Primary location of attendance)

The information below is a summary of the rules, regulations, and responsibilities of any student participating in the HCC Work-study program. Failure to comply may result in termination and cancellation of your award. Read and initial each statement outlined below to demonstrate your understanding and agreement. If you disagree with any of these requirements, discuss with the Work-study supervisor prior to beginning any work assignment.

1. _____ I must complete, sign, and submit all necessary documents for employment.
2. _____ I must provide my supervisor a copy of my official class schedule.
3. _____ I must arrange a work schedule with my supervisor, report to work consistently and on-time, and have my supervisor approve any changes to my work schedule.
4. _____ I must dress appropriately for the work-environment.
5. _____ If I work off-campus at a community service organization, I must maintain a daily record of hours earned with my supervisor. My supervisor will submit my time sheets to the College's work-study coordinator.
6. _____ I must monitor my hours earned to ensure I **DO NOT exceed 8 hours per day** and **19.5 hours a week**.
7. _____ I understand that student employees are permitted to have a 15 minute break for every four consecutive hours of work. Student workers that work more than five (5) consecutive hours in a day will be allowed to take a maximum one-hour break.
8. _____ I must enter my time error free according to the published pay period dates. Failure to submit time by the deadline will result in a delay in payment. Consecutive late submissions may result in termination.
9. _____ It is my understanding that I am not allowed to work during scheduled class periods.
10. _____ I understand that I will be paid on the 15th and the 30th working day of each month unless that day falls on a holiday or weekend.
11. _____ The department/college computers are college property and may not be used for personal projects (without the supervisor's permission), games, surfing the internet or visitation of inappropriate sites.
12. _____ I understand that student employees do not receive sick leave, vacation, holiday pay, and do not qualify for unemployment benefits when the work-study position comes to an end.
13. _____ I understand that as a Work-study employee I am compensated hourly up to my maximum Work-study award. Any unearned funds are forfeited.
14. _____ I understand that my Work-study position may be terminated for any of the following reasons:
 - A. Failure to remain enrolled in a minimum of 6 hours.
 - B. Failure to maintain the minimum satisfactory academic progress requirements.
 - C. Absences on three consecutive work days without permission.
 - D. Excessive absences, tardiness, or early leave without notice or approval.
 - E. Poor job performance, major or minor offenses, theft or gross insubordination.
15. _____ I understand that my Work-study assignment could be revoked at any time by the Financial Aid Office, in order to maintain compliance, protect the integrity of the program and/or stay within the annual Work-study allocation.

Work-study Compliance and Responsibility Form

Student's Name (PRINT): _____

HCC ID: _____

(9-digit number required)

Security and confidentiality of records is a matter of concern for all College personnel who have access to any College paper files or any internal/external records. The databases are a repository for computerized information stored in the centralized computer system of Houston Community College (HCC) and maintained by the owners. This includes, but is not limited to records associated with the functions of the following offices: the Financial Aid Office, Admissions, Registrar, Enrollment, Student Accounts, Human Resources, as well as student academic and financial history. Individuals working with Houston Community College records hold a position of trust and must recognize the responsibilities of preserving the security and confidentiality of the information. Since a person's conduct either on or off the job may threaten the security and confidentiality of the files. Any employee or person with authorized access to these records must abide by the following expectations:

- Perform authorized use of any information only. Unauthorized use includes reviewing records for personal use or at the request of friends.
- Perform assigned work tasks and keep information confidential. Assigned work should not result in personal gain and using confidential information for personal benefit is prohibited. Confidential information cannot be shared with persons outside of HCC.
- Refrain from exhibiting or divulging the contents of any record, report, or any information gain from verbal exchanges to any person except in the conduct of their regular assignment.
- Perform work assignments with honesty and integrity and do not knowingly include or cause to be included in any record or report false, inaccurate, or misleading entries.
- Records must be retained at the College and cannot be removed or taken off site, unless prior approval has been given.
- Operate or request others to operate College equipment only if it falls in range of tasks routinely performed as part of work assignments.
- Perform work ethically and do not to aid or act in conspiracy with any other persons to violate the College's code of conduct policies.
- Report any violation of this code to the supervisor. Violation of this code will be referred to the supervisor and appropriate College authority. Violation of this code may lead to suspension, dismissal, or other corrective action consistent with the general policies of the College

Certification

By signing below, I acknowledge and confirm that the above information is complete and correct and I agree with the terms and conditions. Purposely giving false or misleading information may result in federal fines, jail sentence, or both.

Student Signature: _____

Date: _____