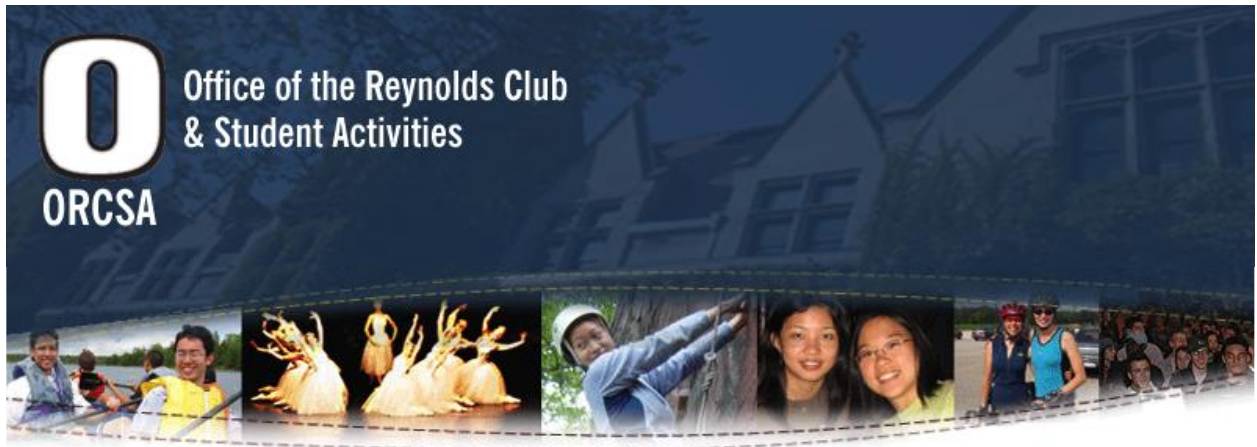




Office of the Reynolds Club
& Student Activities



STUDENT EMPLOYEE HANDBOOK

Revised October 2012

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Student Employment

- **Definition of Student Employee**

- A student employee is one who is primarily pursuing an educational goal at the University of Chicago. Student employees must be enrolled at least half-time (200 to 299 total units of registered course credit per quarter).
- Student employees are limited to working a maximum of **19.5 hours per week** during the academic year (39 hours per pay period), and do not receive sick leave, vacation, holiday pay or any other employee benefits.

- **Purpose of Student Employment**

- The Office of the Reynolds Club & Student Activities (ORCSA) provides student employment opportunities to allow students to gain work experience, develop good work habits (such as punctuality, understanding and following directions, and working effectively with others) as well as help finance their education while enrolled in the University.
- ORCSA (Office of the Reynolds Club & Student Activities) is known for being one of the best places to work on campus. Our student staff is integral in maintaining the level of service the University of Chicago community has come to expect.
- Student employees are hired to fill a specific role at ORCSA and support the activities and services provided by ORCSA.
- ORCSA Student Staff Positions:

Reynolds Club:

- Reynolds Club Program Assistants
- Student Activities Center Attendants
- Building Managers
- Facilities and Event Crew
- Office Assistants
- Scheduling Assistants
- Financial Operations Assistants
- Marketing and Design Assistant
- Pub Attendants

Mandel Hall:

- Lighting and Sound Technical Assistants
- Scheduling Assistant

Student run coffee shops: Cobb, eX Libris ,Hallowed Grounds & Harper Cafe:

- Counter staff positions
- Management positions

- **Purpose of ORCSA Student Employee Handbook**

ORCSA publishes the ORCSA Student Employee Handbook to outline expectations and policies, and to detail office procedure. Please note that even though select official University of Chicago policies are reproduced in the *Attachments* section for your

convenience, this publication is not comprehensive and therefore does not cover a number of official guidelines and procedures.

For a comprehensive treatment of University employment policies, student employees must refer to the University of Chicago Employee Handbook located on the web at <http://hrservices.uchicago.edu/fpg/forms/employeerelations/EmployeeHandbook.pdf>

- **The Reynolds Club:**

The Reynolds Club is the hub of student activities on campus. It is the home of the *Student Activities Center*, *University Theater*, *Hallowed Grounds* (student run coffee shop) and dining services. The ORCSA Financial Operations Office is located in room 003, the Facilities Office is in room 006, and the Student Activities Center is located in room 001, all in the lower level of the Reynolds Club. Most of the ORCSA advisors and management team have their offices in the Reynolds Club. The building hours are Monday – Saturday: 7:00 am-12:00 am and Sunday: 9:00 am- 12:00 am.

The Reynolds Club Facility Office manages the scheduling of Bartlett Hall, Harper Classrooms, Stuart Classrooms, and University Quads. This office also manages the Pub located in the lower level of Ida Noyes Hall. The hours of operation for the Reynolds Club Facility Office is Monday-Friday: 8:30 am-5:00 pm.

- **Mandel Hall:**

Seating nearly 1,000 guests, Mandel Hall is the University's largest concert and assembly hall. During the school year it houses cultural shows, dance recitals, comedy shows, symposiums, symphonies, and other musical concerts.

- **Student run coffee shops**

- **Cobb Coffee Shop:**

- Basement of Cobb Hall
M-F 7:30a - 4:30p
Sa-Su Closed

- **Hallowed Grounds:**

- 2nd Floor of Reynolds Club
M-F 8:30a - 11:30p
Sa 11:30a - 9:00p
Su 11:30a - 11:30p

- **Harper Cafe:**

- 3rd Floor of Harper Memorial Library
M-Th 9:00a - Midnight
F 9:00a - 5:00p
Sa Closed
Su 12:00p - Midnight

- **eX Libris:**

- 1st Floor of Regenstein Library
M-Th 8:30a - 11:30p
F 8:30a - 5:00p
Sa 11:00a - 5:00p
Su 11:00a - 11:30p

Important Phone Numbers

University Police

- From a campus phone 2-8181
- From any phone 773.702.8181
- From an emergency phone: push button
- Fax 773.702.1828
- email cops@uchicago.edu

Safety and Emergency Resources

- Dean on Call 773-834-help (4537)
- Sexual Assault Dean on Call: A person may contact the Sexual Assault DOC at any time by calling the UCPD Dispatch at (773)702-8181 or 123
- Discriminatory Dean on Call (BART): Found no information, the regular DOC seems to cover unlawful discrimination & Harassment
- Chicago Rape Crisis Hotline (888)293-2080
- Resources for Sexual Violence Prevention (773) 834-7738
- Poison Control Center (800) 222-1222
- University Facility Services (773)834-1414

Counseling/Mental Health Resources

- Student Counseling & Resource Center (773)702-9800
- Therapist on Call: (773)702-3625

Medical Resources

- Physician on call: (773)702-6840
- Student Care Center (773)702-4156
- Mitchell Hospital Emergency Room (773)702-6250

Academic/Administrative Resources

- Office of the Vice President & Dean of Students (773)702-7770
- Student Ombudsperson (773)702-8422

Expectations & Policies

• Using Your Supervisor as a Resource

Your supervisor is your key resource person concerning University of Chicago policies and procedures. If you have any questions about which policy applies to a particular situation, consult your supervisor for clarification. Your progress on the job is one of your supervisor's most important concerns. Never hesitate to ask questions or seek your supervisor's advice and guidance.

In the event of harassment or any other inappropriate behavior on the part of your direct supervisor, employees may seek guidance from Jennifer Kennedy, Interim Director of the Office of the Reynolds Club & Student Activities; Charles Fitzpatrick, Associate Director for Financial Advising or direct their complaint to University Human Resources Management (UHRM) at 773-702-8900.

- **Non-Discriminatory Conduct**

- The University of Chicago strives to maintain a work environment free from intimidation, threats (direct or implied) or violent acts. The university will not tolerate intimidating, threatening or hostile behavior of any kind (See the ***Sexual Harassment*** and ***Equal Employment Opportunity*** policies in the *Attachment* section).

- **Professionalism**

- As a student employee, you are expected to exhibit a high degree of professionalism while working in the office. Many workspaces are within public view, therefore your conduct should always reflect positively upon you, ORCSA, and the University.

- **Dress Code**

- Student employees are expected to present a neat, professional appearance.
- If you have any questions regarding the dress code, please see your supervisor.

- **Workspace**

- Keep your workplace clean.
- At the end of the day, log out of your computer and put away any office related materials. Sensitive or valuable materials should not be stored in office unless arrangements have been made with supervisor.

- **Office Equipment**

- **Phones**

- The phones in the office are for business purposes only.
- Long distance phone calls are NOT allowed without permission from a full-time ORCSA staff member.
- Personal phone calls are discouraged during work hours. You may take a message and return the call after work hours.

- **Copy and Fax Machines**

- Copy machine and fax machine are located in the facility office of Ida Noyes Hall, room 106. In the Reynolds Club, there is a copy machine and fax machine in the Facilities Office, room 006. These machines are for business purposes only. There are copy machines and a fax machine in the Student Activities Center, room 001. These machines are for general use for RSO's and members of ORCSA staff.
- ORCSA copy codes are to be used by ORCSA staff and student employees for business purposes only. These codes are not to be abused (used for personal use) or shared with anyone else.
- Personal usage is not allowed, unless an ORCSA staff member grants permission.

- **Work Schedule**

- You are responsible for bringing to the attention of your supervisor any requests for a change to your work schedule once your work schedule has been set.

- In some cases, you will be responsible for finding a replacement for your shift.
- **Attendance**
 - You are expected to show up to work, ready to work at the beginning of your scheduled shift.
 - Punctuality is expected of all student employees, as you may be relied upon to provide office coverage.
 - If you anticipate being late for your scheduled hours, contact your supervisor as soon as possible.
 - Frequent tardiness is careless, inconsiderate, and inconvenient to others and will result in disciplinary action as outlined in the University's policy of **Progressive Corrective Action** (see *Attachment* section).
 - ORCSA adheres to the University's policy of **Attendance** (see *Attachment* section).
- **Time Reporting**
 - You will be responsible for logging in and out and the beginning and end of each of your shifts. You are responsible for keeping an accurate and complete record of your time. You should log in and out at the computer terminal provided in your office space or café.
 - You should notify your supervisor immediately if you forget to log in or log out.
 - A training on uchicagotime, the University's time management system can be found at http://uchicagotime.uchicago.edu/training/Employee_training.shtml
 - Student employees are paid every two weeks. The pay period lasts two weeks, beginning on a Sunday and ending on a Saturday. You will receive your paycheck on the Friday following the close of a pay period. You may pick up your check in the financial office, room 003 in the basement of the Reynolds Club. Each employee is responsible for picking up their own paycheck. If you can not pick up your paycheck, you may make arrangements with your supervisor to have someone else pick it up for you.
 - Employees are strongly encouraged to enroll in the Payroll Electronic Funds Transfer Program. In this program, you authorize the University through the Payroll Department to deposit your pay automatically to your checking or savings account. Your earnings are credited to your bank account. On payday, instead of a check, you receive a Pay Advice Statement which serves as your notice of deposit and your record of payment. [Payroll Direct Deposit Authorization Forms](#) are available online
 - **You can update and access all of your information electronically including copies of your W-2 forms and enrollment in Payroll Electronic Funds Transfer Program online at ess.uchicago.edu**
- **Time Off**
 - **Requested Time Off:** All requests for time off from your regularly scheduled hours must be discussed verbally with your supervisor and followed by an email that states the dates you are requesting off and the reasons. All time off is unpaid.
 - **Sick Days:** If you are ill and unable to come to work, please call your supervisor as soon as possible. If your supervisor is not available, please leave a message/voicemail for your supervisor. In some cases, you will be responsible for

finding someone to cover your shift (as is the case for building managers, coffee shop staff and office support staff.) Sick days are unpaid.

- **Ending Employment**

- If at any point you choose to terminate your employment, you should notify your supervisor at least two weeks prior to your intended end date.
- ORCSA retains the right to terminate your employment at any time for any reason not prohibited by law, without prior notice. In the case of serious infractions, you may, for example, be suspended and/or discharged on the first offense. Such serious infractions include, but are not limited to the following:
 - Insubordination
 - Unauthorized possession or concealment of weapons while on the premises
 - Possession, use, sale, or purchase of non-prescribed drugs and intoxicants on University premises; working under the influence of alcohol or illegal drugs.
 - Fighting or other inappropriate conduct while on the premises
 - Theft
 - Destruction of University property
 - Sleeping on the job
 - Falsification or improper alteration of records, including time cards and time records
 - Mishandling or careless treatment of ORCSA patrons
 - Disclosure or misuse of confidential information
 - Misuse of the University's electronic information systems.

- **Confidentiality Agreement**

- At times, sensitive information may need to be handled by student employees, therefore all student employees are required to sign and comply with a confidentiality agreement.
- Please insure any confidential documents are properly stored at the end of your shift.

- **Disciplinary Action**

- When deemed appropriate by your supervisor, student employee discipline/counseling may occur. For minor infractions, verbal counseling may occur. In the event of continued violations/infractions or serious infractions, written counseling may occur. In some instances, serious infractions can lead to immediate termination.
- ORCSA adheres to the University's policy of ***Progressive Corrective Action*** (see *Attachment* section).

Office Etiquette

One of the missions of the Office of the Reynolds Club & Student Activities is to provide a comfortable and welcoming atmosphere. We **must**, however, be mindful that this is also a place of business, therefore professionalism is expected. Below are some key points that ORCSA staff members pay close attention to:

- **Customer Service**

- Courtesy has to be given to each and every guest. This is a customer-oriented office, and rude behavior on the phone, over e-mail, or in person will not be tolerated.
- Professionalism is a **must**. Your presence in the office is the first that visitors see and will make a lasting impression. When you are working behind the desk, do not slouch, prop your feet on the furniture, bury your head in a book or magazine, sleep or lay your head on the desk.
- Ensure the office area is neat and presentable. Look through the eyes of a critical visitor and ask yourself if it is an area that makes you feel comfortable and reflects an office that cares about itself.
- Only in emergency situations or with business of importance should the phone be used for a personal call. If you are in the middle of a call and the phone rings or a visitor comes to the desk, you **must** put your caller on hold or finish the conversation.

- **Telephone**

- Sample Dialogue
 - Always answer with a friendly greeting. Example:
 - **“Office of the Reynolds Club and Student Activities, this is _____ . How may I help you?”** You **must** identify yourself when answering the phone.
 - -“May I speak with Jen Kennedy?”
 - **“Yes, may I ask who’s calling please?”**
 - -This is _____.”
 - **“One moment please” or “Please hold”**
 - Place the caller on hold by pressing the hold button. If you do not know how to place a call on hold, you are responsible for asking your supervisor for assistance.
- When taking messages, always offer the options, “Would you like to leave a message” or “Can I transfer you to his/her voicemail?” When taking a message, clarify and confirm what you have written before the caller hangs up. This will eliminate errors. Place the message in the proper mailbox or deliver it personally.
- Speak clearly
- Do not give out personal information (i.e. personal phone number or cell number, personal whereabouts, home address, home phone number, etc.) of ORCSA full time staff or student staff.

- Do not transfer a call without letting the person know where they are going. If you are transferring the call to another office, you should give them the number in case you get disconnected.
 - Never make anyone feel like they are bothering you or wasting your time.
 - Offer suggestions or options when dealing with a problem you cannot fix; do not advise.
 - Do not attempt to discuss what could be confidential, i.e.: another student or account. Tell the caller that he/she must speak with a staff member – then connect the caller to a staff member or take a message.
 - Thank the person for cooperating.
 - Ensure that any requests will be fulfilled. Then follow through.
- **Transferring a call**

With the person on the line or on hold:

 1. Press transfer button;
 2. Listen for dial tone;
 3. Dial internal extension;
 4. Announce call, if desired;
 5. Hang up handset.

(When applicable)

Retrieving Voicemail Messages

If your responsibilities include checking a voice mail, follow these steps: To retrieve messages from the phone, press the “message” button and enter the pass code as given to you by your staff supervisor.

Office Equipment Procedures

COPY MACHINE

In the Reynolds Club, there are four copy machines located in the basement floor. Two copy machines are located in room 001, the Student Activities Center, one is located in the financial operations office room 003 and one is located in the facilities office in room 006. Please note that the copy machines in 001 are the ones that should be used most by student group members. ORCSA staff may use the additional copy machines as needed.

In the Ida Noyes Hall facilities office, there is one copy machine. This copy machine is used by RSO members as well as ORCSA advisors.

To use the copy machine, enter the ORCSA copy code (as given by your supervisor) before attempting to copy. Then, enter the number of copies, load the documents to be copied (either in the top feeder or by lifting the top and placing the documents on the glass one at a time) and press the “Start” button on your right. When done, please DO NOT forget to press “Log Out” twice to delete the code from the system. Don’t forget to remove your copies and the originals from the machine.

Attachments

This section contains a number of University policies and procedures concerning employment by the University of Chicago. A detailed University of Chicago Employee Handbook can be obtained online at

<http://hrservices.uchicago.edu/fpg/forms/employeerelations/EmployeeHandbook.pdf> should you require additional information on employment policies.

Student Employment

http://studentmanual.uchicago.edu/student_employment

A student employed by the University is employed only as an adjunct to his or her student status. As such, a student in the College, a masters' program, or a professional school, or a doctoral student in Scholastic Residence may be employed by the University no more than 19.5 hours per week during the school year. A doctoral student in Advanced Residence, depending on the level of financial support and with the written consent of the Dean of Students of her or his academic area, may be employed by the University for additional hours per week and thus might be eligible for the appropriate employee benefits.

International students in J-1 or F-1 status should contact the Office of International Affairs with any questions regarding their employment eligibility.

While employed by the University, the student is covered by the University's personnel policies and procedures and may be disciplined or terminated from employment for noncompliance. Upon employment, it is the student's responsibility to ask his or her supervisor for a copy of the Employee Handbook and to become acquainted with the University's policies. While employed at the University, the student may come in contact with personal or confidential information, including personnel records, student records, donor and alumni information and, if employed at the Medical Center, patient records. Information a student learns on the job should stay on the job and not be discussed outside the workplace or in inappropriate ways within the workplace. Unauthorized disclosure of confidential information may result in discipline, including discharge and student disciplinary charges. Questions regarding student employment should be addressed to the student's supervisor or area dean of students.

Before accepting a position, a student should make an effort to understand the duties and responsibilities of the position. A student employee is expected to follow payroll procedures carefully and to report hours worked accurately and in a timely manner. The student should discuss problems with or questions about the job with his or her immediate supervisor. A student who decides to leave a job should give the supervisor at least two weeks notice.

Civil Behavior in a University Setting

<https://studentmanual.sites.uchicago.edu/university#Civil>

At the University of Chicago, freedom of expression is vital to our shared goal of the pursuit of knowledge, as is the right of all members of the community to explore new ideas and learn from one another. To preserve an environment of spirited and open debate, we should all have the opportunity to contribute to intellectual exchanges and participate fully in the life of the University.

The ideas of different members of the University community will frequently conflict and we do not attempt to shield people from ideas that they may find unwelcome, disagreeable, or even offensive. Nor, as a general rule, does the University intervene to enforce social standards of civility. There are, however, some circumstances in which behavior so violates our community's

standards that formal University intervention may be appropriate. Acts of violence, and explicit threats of violence directed at a particular individual that compromise that individual's safety or ability to function within the University setting are direct affronts to the University's values and warrant intervention by University officials. Abusive conduct directed at a particular individual that compromises that individual's ability to function within the University setting and/or that persists after the individual has asked that it stop may also warrant such intervention. Even if formal intervention is not appropriate in a particular situation, abusive or offensive behavior can nonetheless be inconsistent with the aspirations of the University community, and various forms of informal assistance and counseling are available.

Sexual Harassment

<https://studentmanual.sites.uchicago.edu/unlawful>

Sexual harassment by any member of the University community is prohibited. This prohibition includes peer harassment as well as harassment by an individual in a supervisory position. The University will take all necessary actions to ensure a professional and nondiscriminatory work environment, free from sexual harassment. The Affirmative Action Officer is the University official responsible for coordinating adherence to this policy and to related federal and state laws and regulations.

The University provides several avenues for reporting complaints of sexual harassment. You may discuss your concerns with your supervisor, department chair, dean or director or contact UHRM - Employee/Labor Relations. You may also contact the Affirmative Action Officer directly or one of the Sexual Harassment Complaint Advisors listed in the University directory.

Please refer to the [Sexual Harassment Policy Summarized](#) on the University of Chicago website or the [Sexual Harassment Policy](#) in the [Personnel Policy Index](#) for more information.

Equal Employment Opportunity (EEO)

<http://hhttp://hrservices.uchicago.edu/fpg/policies/200/p201.shtmlr.uchicago.edu/policy/p201.html>

The University of Chicago recruits, hires and promotes employees and prospective employees on the basis of individual merit and without regard to race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability, veteran status or other factors irrelevant to participation in the programs of the University. This policy includes the University's commitment to maintain a work place free from sexual harassment or illegal discrimination of any nature. The Affirmative Action Officer is the University official responsible for coordinating adherence to this policy and related federal, state and local laws and regulations.

If you have a complaint of illegal harassment or discrimination, it should ordinarily be taken to your supervisor, department chairman, department head, dean, or director. You may also direct such complaints to Human Resources Management, Employee/Labor Relations at 773-702-6010 or to the Affirmative Action Officer at 773-702-5671. Employees and applicants can raise concerns and make reports without fear of reprisal, intimidation, threats or coercion. Your complaint will be investigated on a timely basis and in a confidential manner. If you have a disability and identify yourself as disabled, Human Resources Management invites you to initiate the accommodation process, which may include submitting medical documentation and suggesting reasonable ways in which the work environment at the University can better accommodate your disability. Your submission of this information will be kept confidential except where necessary for job performance purposes such as working out appropriate accommodations, restrictions in activities, or problems of safety. Direct your questions to your supervisor or the Employment Services Office.

Treatment of Confidential Information

<http://hr.uchicago.edu/policy/p601.html>

ORCSA student employees have a general obligation to keep all work-related matters confidential and protect against the unauthorized disclosure of confidential information. Student employees are responsible for adhering to the complete confidentiality policy, of which only a part is reproduced here. For the complete University policy regarding the treatment of confidential information, please visit the link above [Policy 601 on the HR website].

Confidential information, materials, and records include but are not limited to:

- payroll records and information regarding salary
- Social Security Numbers
- personnel records [See Policy U705, Employee Access to Personnel Records.]
- computer system passwords and security codes
- research results not yet published, including manuscripts and correspondence
- budgetary, departmental, or University planning information
- litigation or other formal charges pending or in process and investigation of complaints
- patient care records including patient benefit plan enrollment, claims, billing matters, and data concerning research subjects
- student records
- donor and alumni information
- medical information and information designated as "Protected Health Information" under the Health Insurance Portability and Accountability Act (HIPAA)

Progressive Corrective Action

<http://hrservices.uchicago.edu/fpg/policies/700/p703.shtml>

The progressive corrective action procedure is designed to identify and correct problems that may affect your work performance or the overall performance of your department. This process provides you and your supervisor with an opportunity to talk about specific problems, to determine when and how these problems can be corrected, and to agree to set goals and follow-up dates.

Progressive Corrective Action refers to these steps:

- Step 1 - Counseling and/or verbal warning
- Step 2 - Written warning
- Step 3 - Suspension
- Step 4 - Discharge

Depending on the situation, steps 1, 2 or 3 may be repeated, skipped or not followed in sequence. Each case is considered on an individual basis by ORCSA with the input of Human Resources Management. The University retains the right to terminate your employment at any time for any reason not prohibited by law, without prior notice. In the case of serious infractions, you may, for example, be suspended and/or discharged on the first offense. Such serious infractions include, but are not limited to the following:

- Insubordination
- Unauthorized possession or concealment of weapons while on the premises
- Possession, use, sale, or purchase of non-prescribed drugs and intoxicants on University premises; working under the influence of alcohol, illegal drugs or intoxicants.
- Fighting or other inappropriate conduct while on the premises
- Theft

- Destruction of University property
- Sleeping on the job
- Falsification or improper alteration of records, including time cards and time records
- Disclosure or misuse of confidential information
- Misuse of the University's electronic information systems.

Substance Abuse

<http://hrservices.uchicago.edu/fpg/policies/600/p604.shtml>

The University recognizes both alcohol and drug abuse as potential health, safety and security problems. You are expected to cooperate in maintaining an environment free from the effects of alcohol and other drugs. The University prohibits all employees from the unlawful manufacture, possession, use, distribution, sale or purchase of alcohol and illicit drugs on University premises or as part of any University activities, and from working under the influence of alcohol or illicit drugs. The only exception applies to moderate consumption of alcohol at approved University functions for individuals of legal drinking age.

Confidentiality Agreement

I. Confidentiality and FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal statute that protects the privacy of student “education records.” Under FERPA, the term “educational records” includes all University of Chicago “records, files, documents, and other materials which (1) contain information directly related to a student; and (2) are maintained by [the University of Chicago] or by a party acting for [the University of Chicago].” The term “education records” includes but is not limited to grades, midterm progress reports and class schedules.

Under FERPA certain information, known as “directory information,” may be disclosed by University of Chicago to outside parties, unless the student has specifically requested that this information not be released. The University of Chicago consider the following to be directory information: name, local address, electronic mailing address, telephone listing, major field of study (including degree program field, major, minor, year of study and/or class information), awards and honors, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, the most recent educational agency or institution attended, and similar information.

The University is committed to full compliance with FERPA.

II. Confidentiality and Working in ORCSA

In light of the nature and goals of ORCSA, during your employment you may become privy to FERPA-protected educational records and directory information, as well as other private student information that may not necessarily be protected by FERPA but nevertheless is of sensitive nature (i.e. financial or family information).

With regards to student educational records, it is critical and essential for you to comply with FERPA and not disclose such records. With regard to student directory information, you should not assume that a student has not objected to the release of that information. Instead, you should not release any directory information without first checking with, and obtaining the approval of, the Director of ORCSA. With

regard to other student information that may not necessarily be covered by FERPA, you must maintain such information in the strictest of confidence and must not use it outside of ORCSA under any circumstances absent the express consent of the Director of ORCSA.

Any misuse of FERPA educational records and directory information, or any sensitive student information, will result in your dismissal from our office and may result in other University disciplinary actions.

III. Agreement

I acknowledge that, as an employee of the University of Chicago, confidential information may be made known to, or learned by, me during the course of my duties via various sources including, but not limited to, educational records, directory information, payroll records, Social Security numbers, and pass codes. I further acknowledge that making this information known or available to others who do not have a legal right thereto may violate the Family Educational Rights and Privacy Act of 1974 (FERPA), as well as the terms of my employment. Therefore, I agree that I will not reveal, make known, or provide access to confidential information except to those having legal or otherwise permissible right thereto. Furthermore, I agree not to access confidential information to which I have designated rights for any reason other than the performance of my duties as an ORCSA Employee. I understand that failure to comply with the terms or conditions of this agreement shall subject me to discipline in accordance with University of Chicago's Personnel Policy.

FERPA information is available on the web at:

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

For the complete Human Resources policy on the treatment of confidential information, visit: <http://hrservices.uchicago.edu/fpg/policies/600/p601.shtml>

