



Office of Student Financial Aid & Scholarships
L.C. Barnes Administration Bldg., Room A-43
3050 Martin Luther King, Jr. Drive
Shreveport, La 71107

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Office Procedures for Student Workers

CONFIDENTIALITY AGREEMENT

*I understand that I may have access to files containing information, which includes but is not limited to confidentiality issues regarding employees and students. I understand that I have access to this information only because I am employed in this Department/Work Area. I agree that I shall not disclose this information to anyone outside of this Department/Work Area.

*I agree to be bound by this Confidentiality Agreement and take all reasonable, necessary and appropriate steps to safeguard private data from disclosure to anyone except as permitted under the Agreement.

*I understand that violation of this agreement will subject me to disciplinary action affecting my employment at Southern University at Shreveport as a student worker.

DRESS CODE

Students **are not** allowed to report to work in:

- tank tops
- shirts exposing the chest, stomach, and back
- pants, skirts, and shorts above the knee
- sweat pants/jogger pants

WORK DAY

While at work students **are not** allowed to:

- listen to music via ear plugs and computers
- use any computers or telephones for personal usage
- complete homework during work hours
- have friends/associate in the office while on duty for any other reason other than being assisted with the department you are working in

I have read and understand the procedures for the office while employed. I understand that violations will cause disciplinary actions to take place.

Signature

Printed Name

Date