

Returning Desk Assistant Hire Packet Directions

All returning staff must complete the Employment Authorization form and FERPA materials. All other tax forms are not necessary unless you need to make changes to your tax withholdings from last year.

Staff should return the following completed items to:

Office of Residence Life Or Fax to 816.501.4822
1100 Rockhurst Rd.
Kansas City, MO 64110

All of the forms that need to be returned say "Return" in the top left hand corner. All other forms are either tax worksheets of reference forms that are yours to keep.

- Employment Authorization**
- FERPA Statement of Understanding**

If you need to make changes to any tax forms, please complete the following forms found at www.rockhurst.edu/services/career/students/parttime.asp

- Federal W-4**
- MO W-4**
- I-9 (you will need to come into the Office of Residence Life with 2 original forms of ID and we will make copies)**

If you have any questions about what forms you need to complete please contact our office at 816.501.4663

Thank you,

Sean Grube
Assistant Dean of Students
Rockhurst University

RETURN

Student ID # _____

Employment Authorization for Students

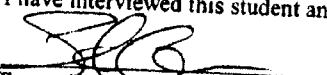
Instructions: After hiring, the student and the supervisor will each sign this authorization. Submit a copy to the Financial Aid Office for processing and pick up a timecard. A student will not be paid unless this authorization is on file and signed by both parties and all required tax forms and I-9 documentation (see below) are attached to this document. Incomplete forms will not be accepted.

1. **ALL first time student workers MUST** complete a US Department of Justice Employment Eligibility Verification Form (I-9). If you are required to complete an I-9 Form, you must present appropriate documentation to show your eligibility to work in the United States. Most elect to show their original social security cards and a driver's license, but there are a variety of forms that are acceptable. A complete list is printed on the back of the I-9 form. **A photocopy of the documents is not sufficient; you must present the originals. All students must have a social security number.**
2. **ALL STUDENT WORKERS must ANNUALLY** complete and turn in the Federal and Missouri W-4 Forms. These forms must be completed and turned in even if you were a student worker last year.
3. In order to be paid, students and **supervisors are required to sign time cards before presenting them to the Financial Aid Office for processing.** Student workers will not be paid for hours worked in excess of the award amount indicated on their Financial Aid Award Notification Letter or **for time worked after the period when their time card was due. Therefore, make sure that your supervisors submit your time cards to the Financial Aid Office by the due date indicated on the back of the timecards!**
4. Rockhurst University student workers are employed "at will," which means that employment is for no definite period of time and may be terminated at any time with our without notice, and with or without cause.

I have read and understand and will abide by the above conditions.

Student's Signature _____ Date _____

I have interviewed this student and agree to provide work and abide by and enforce the terms as outlined above.

Supervisor's Signature  Date 7/21/09

Complete the following:

This position is: Federal Work Study Institutional Work Study Non-work study

If non-work study, complete the following: Organizational Code _____

Amount budgeted for position: _____ (If not work study or budgeted, position must be approved by Vice President)

Student Name	Social Security Number	Student e-mail address
Student Home Phone/ Cell Phone	Student Work Phone	Date of Birth
Location or Office of Employment Residence Life	Student's Job Title Desk Asst.	Supervisor's Name Sean Grube
Date Employment Begins	# of years in Work Study or Student Worker Program	Recommended Rate of pay* \$ 7.25

*In order to ensure consistency university-wide, Financial Aid and Human Resources will determine rate of pay.

FOR OFFICE USE ONLY

Academic Year 04-05	Allotment	Pay Rate	
August	November	February	May
September	December	March	June
October	January	April	July

Rockhurst University
FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Policy Statement

The Family Educational Rights and Privacy Act of 1974 (FERPA) regulates the maintenance and release of student records at colleges and universities and other educational institutions in order to protect the privacy of student education records.

Annually, Rockhurst University students are informed of FERPA and that they have the following rights: (1) the right to inspect and review their education records; (2) the right to consent to the disclosure of personally identifiable information, except to the extent FERPA authorizes disclosure without the student's consent; (3) the right to seek correction of education records the student believes are inaccurate, misleading or in violation of the student's privacy rights; and (4) the right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education alleging a violation of FERPA.

This Rockhurst University policy statement sets forth the University's procedures for maintaining the privacy of student records, responding to request for disclosures and disclosing student records in compliance with FERPA.

Education Records

FERPA applies to education records of students, who are any individual currently attending or who has attended Rockhurst University. Records of an individual who applied for admission to the University, but never attended the University, are not education records for FERPA.

Education records are any records maintained by the University or an agent of the University which are directly related to the student. Education records may include any of the following: academic records, files, biographical data, course information, grade reports, results of certain examinations, student papers, test scores, advisory information, disciplinary records, housing records, promissory notes and copies of correspondence. Education records may be maintained in any way, including handwritten notes, print, computer media, video or audio tape, film, microfilm and microfiche.

The following records, however, are not education records for the purposes of FERPA and this policy:

1. Notes or records made by a professor or administrator that are kept in their sole possession for their own personal use that are not accessible or revealed to any other person;
2. Records maintained by the Rockhurst University Safety and Security Department solely for law enforcement purposes;
3. Employment records related to a student's capacity as an employee of the University, except where a currently enrolled student is employed as a result of his or her status as a student (e.g., work-study, graduate assistantship or fellowship with the University);

4. Medical and mental health records made, maintained or used by professionals in connection with the treatment of a student that are available only to persons providing treatment; and
5. Alumni records that contain information relating to a person's activities after that person is no longer a student at the University.

Student Access

Every Rockhurst University student has the right to inspect and review his or her own education record(s), subject to reasonable restrictions as to time, place and supervision.

A student wishing to review his or her record(s) must submit a request in writing to the appropriate official of the University who is responsible for maintaining the record. The appropriate official will depend upon the type and location of the record requested and, depending upon the circumstances, may be the registrar, a dean, the head of an academic department or other University official. The student's written request must specify the record to be inspected. If you have a question as to the appropriate official, speak with _____ at the _____ office.

The University will comply with a student's valid request to inspect the record within 45 days of the date the University receives the request. At the time of inspection, the student must present identification and will generally be required to review the record in the presence of a University official. If necessary, the University will make special arrangements to enable a student to inspect and review their education record.

In requesting to inspect and review education records, a student does not necessarily have a right to a copy of his or her education record. A student's request for copies of an education record will be evaluated on a case by case basis and, if copies are permitted, the student may be charged for the actual cost of copying the record(s).

In some instances, a student may choose to waive his or her right of access to confidential recommendations contained in his or her education record. If a student does choose to waive his or her right of access to confidential recommendations, he or she will be notified, upon request, of the names of all persons making confidential recommendations. Such recommendations will be used only for the purpose for which they were specifically intended. A student's waiver may be revoked in writing at any time and the revocation will apply only to subsequent recommendations. The university does not require such waivers as a condition for admission or receipt of any service or benefit provided to students.

Third Party Access to Education Records

Rockhurst University restricts third party access to education records and discloses personally identifiable information contained in education records only with the written consent of the student, except that records may be disclosed without the student's consent in the following circumstances:

1. Education records may be disclosed to Rockhurst University officials who have a legitimate educational interest in the information contained in the education record.

A University official is a person employed by the University in an administrative, supervisory, academic, research or support staff position, a person or company

with whom the University has contracted, a person serving on the Board of Trustees or a student serving on an official committee or assisting another University official in performing his or her tasks.

A legitimate education interest exists if the University official needs to review an education record in order to fulfill his or her employment duties for the University.

2. Education records may be disclosed to officials of another school, upon request, in which a student seeks or intends to enroll or is enrolled.
3. Education records may be disclosed to authorized representatives of the Comptroller General of the U.S., the Attorney General of the U.S., the U.S. Department of Education and State and Local educational authorities, but only in connection with the audit or evaluation of a Federal or State supported education program or in connection with the enforcement of or compliance with legal requirements relating to these programs.
4. Education records may be disclosed in connection with a student's application for or receipt of financial aid, but only to the extent necessary for such purposes as determining eligibility, amount, conditions, and enforcement of terms or conditions of the financial aid.
5. Education records may be disclosed to State and Local officials to which such information is specifically required to be reported by effective State law adopted prior to November 19, 1974.
6. Education records may be disclosed to organizations conducting educational studies for the purpose of developing, validating or administering predictive tests, administering student aid programs and improving instruction, provided such studies are conducted so as not to permit personal identification of students to third parties and the information will be destroyed when no longer needed for the purposes of the study.
7. Education records may be disclosed to accrediting organizations for purposes necessary to carry out their accrediting functions.
8. Education records may be disclosed to parents of a student who is a dependent for income tax purposes.
9. Education records may be disclosed to appropriate parties in connection with an emergency where knowledge of the information is necessary to protect the health or safety of the student or others.
10. Education records may be disclosed in response to a court order or subpoena. When not prohibited by the court order or subpoena, the University will make reasonable efforts to notify the student before complying with the court order.
11. Education records may be disclosed to a court in response to a legal action between the University and a parent or student.

12. Final results of disciplinary proceedings conducted by the University may be disclosed to the victim of an alleged crime of violence or a non-forcible sexual offense.
13. Education records may be disclosed in connection with certain University disciplinary proceedings.
14. The University may disclose to a parent of a student under the age of 21 the student's violation of any Federal, State or Local law or any rule or policy of the University governing the use or possession of alcohol or a controlled substance if the University determines that the student has committed a disciplinary violation with respect to such use or possession.
15. Personally identifiable information that Rockhurst has classified as "Directory Information" may be disclosed to the public unless a hold has been placed upon the release of the information by the student.

In all other instances, personally identifiable information in education records will not be disclosed without the prior consent of the student. Unless disclosure is to the student himself or herself, the student's consent for disclosure to a third party must be written, signed and dated, and must specify the records to be disclosed and the identity of the recipient. Student Authorization for Release of Information forms are available from the Registrar and Career Services Office.

Directory Information

Information designated as Directory Information may be disclosed without prior consent of the student. Rockhurst designates the following categories of information as directory information:

- Student name
- Address
- Telephone Listing
- Date of Birth
- Place of Birth
- Major Field of Study
- Dates of Attendance
- Grade Level
- Enrollment Status (e.g., undergraduate or graduate; full-time or part-time)
- Degrees Received
- Honors and Awards Received
- Participation in Officially Recognized Activities and Sports
- Weight and Height of Athletic Team Members
- Most Recent Previous Education Institution Attended
- E-mail Address

Directory information may appear in public documents and may otherwise be disclosed without student consent unless the student places a hold on the release of his or her directory information by providing written notice to the Registrar during the first week of each academic term. Upon receipt of such notice, the student's directory information will not be released without the student's consent.

Recording Disclosures of Education Records

All personnel of Rockhurst handling a request for disclosure or access to information contained in an education record will maintain a record for each request for and each disclosure of the student's record, except a record of a request and disclosure is not required if the request was from or the disclosure was to:

1. The student;
2. Another Rockhurst University official with a legitimate educational interest;
3. A third party with written consent from the student; and
4. A party seeking only directory information.

The record of disclosure should be kept on the Report of Request For Disclosure of Education Records Form, which indicates the name of the party making the request and what records, if any were received, the legitimate interest in the records, any additional party to whom the records may be disclosed and the legitimate interest the additional party had in requesting or obtaining the information. This form should be kept with the record(s) that are disclosed. The form may be inspected by the student and the University official who has custody of the education record disclosed. Forms are available from _____ in the _____ office.

Student Request to Correct Education Record

Any Rockhurst University student who believes that information contained in his or her education record is inaccurate, misleading or otherwise in violation of the student's privacy may request that the record be changed. To request a change, a student should submit a written request to the University official responsible for maintaining the record specifying the record and the basis for the requested change. The request will be sent to the responsible person at the origin of the record in question.

Within a reasonable period of time of the University's receipt of the request, the University will decide whether to change the record in accordance with the request. If the University decides to refuse to change the record, the student will be notified of the refusal and will be advised of the right to a hearing regarding the request.

A student has thirty (30) days following the University's decision to request a hearing to further challenge the content of an education record. The request for a hearing must be submitted in writing to the University Registrar. Within a reasonable time of receipt of the request, the student will be notified in writing, reasonably in advance, of the date, place and time of the hearing.

The hearing will be conducted in accordance with the following:

1. A University official who does not have a direct interest in the outcome will conduct the hearing.
2. The student will have a full and fair opportunity to present evidence relevant to the issues raised.
3. The student may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.

Within a reasonable period of time after the conclusion of the hearing, the University will notify the student in writing of its decision. The decision will be based solely upon evidence presented at the hearing and will include a summary of the evidence and the reasons for the decision. If the University decides that the information in the student's records is inaccurate, misleading or

otherwise in violation of the privacy or other right of the student, the University will amend the record accordingly and inform the student of the amendment in writing.

If the University decides that the information is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, the University will inform the student of the right to include in his or her record a statement commenting on the information and/or explaining any reasons for disagreeing with the University's decision. Any such statement will become a part of the information contained in the education record and will be disclosed whenever the contested portion of the record is disclosed.

Complaints of Alleged Violation of FERPA Rights

Students may file a written complaint with the U.S. Department of Education regarding an alleged violation of FERPA at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

Return

**Family Educational Rights and Privacy Act- (FERPA)
Statement of Understanding**

I understand that by virtue of my employment with the _____ Office at Rockhurst University, I may have access to records which contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974. I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure also violates Rockhurst University's policy and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.

ID NUMBER

EMPLOYEE'S NAME PRINTED

DATE

EMPLOYEE'S SIGNATURE