

CLEVELAND STATE UNIVERSITY
STUDENT EMPLOYMENT
Student Employee Confidentiality Agreement and
Certificate of Understanding

To be retained by the employing department.

I hereby acknowledge that, in the performance of my assigned duties as a student employee of Cleveland State University, I may have access to grades and other confidential and personal university and/or student records and information. I agree to keep confidential and refrain from disclosing any student or university information, except as directed by my supervisor. I further acknowledge that violation of this Confidentiality Agreement could result in termination of my student employment.

I confirm that I have received a copy of the Student Employment Guidelines and understand that I must abide by them in order to maintain my eligibility to work as a student employee.

I confirm that I have received a copy of the Affirmative Action Invitation to Self Identify.

I understand that, in accordance with ORC 4141.01(B)(3), a student employment position is considered temporary and part-time and does not qualify for unemployment compensation.

I understand that I am required to accurately clock in and out (including for meal breaks), using the myTime system. Any misuse of the myTime reporting system could result in termination of my student employment.

Signature of Student Employee/Intern

Date

Supervisor's Signature

Date