Florida State College at Jacksonville
Student Worker

Code of Responsibility

The Office of Student Employment has adopted the following policy pertaining to the Code of Responsibility for its employees. Any deviation in policy must meet with the approval of your Supervisor or the Student Employment Office.

For security and confidentiality of records and/or data files, we have a policy of administering and maintaining student records on compliance with the Family Educational Rights and Privacy Act of 1974, as amended. Each employee holds a position of trust relative to maintaining the security and confidentiality of these records and must recognize the responsibility entrusted to him/her. Because conduct on or off the job may threaten the security and confidentiality of these records in any form, each student employee is expected to adhere to the following:

1. No one may make or permit unauthorized use of any information in files maintained, stored or processed.
2. No one is permitted to seek personal benefit or allow others to benefit personally by knowledge of any confidential information which has come to him/her by virtue of work assignment.
3. No one is to exhibit or divulge the contents of any record or report any person except in the conduct of his/her work assignment and in accordance with FSCJ Policies.
4. No one may knowingly include or cause to be included in any record or report a false, inaccurate or misleading entry.
5. No official record or report, or copy thereof, may be removed from the office where it is maintained except in the performance of a person’s duties.
6. No one is to abet or act in conspiracy with another to violate any part of this code.
7. Any knowledge of a violation of this code must be immediately reported to a supervisor.

Violation of this code will lead to a reprimand, suspension or dismissal consistent with the personnel policies of the College. Additionally, judicial sanctions may be considered according to the student judicial policies of the College.

I have read and will comply with Florida State College at Jacksonville’s Code of Responsibility for security and confidentiality of records and/or data files.

Acknowledged by ___________________________ Date ___________________________

This form must be returned to the Office of Student Employment within one week of starting employment.

Form OSE 004