



UNI Culture & Intensive English Program
Student Employee Code of Conduct
2014-2015

This Student Employee Code of Conduct must be read and reviewed with your supervisor on your first day of employment. Once reviewed, you and your supervisor must sign and date the bottom. We will scan and email a copy to you for your records.

Confidentiality

As a student employee working in the CIEP at the University of Northern Iowa (UNI), you may have access to various types of restricted use and confidential information in the course of your work. This includes but is not limited to student grade records, immigration documents, payroll and personnel records, sponsor information, self-restricted personal information, medical/injury information, conversations between staff members, etc. The University maintains strict confidentiality and security of records in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), in addition to other federal and state laws. These laws and this Code of Conduct pertain to the security and privacy of all records that contain information that identifies or could lead to the identification of a student or that could reveal private information concerning an employee, prospective students, or educational partner.

Student employees may be authorized access to such private information as a condition of employment to the extent necessary to perform their duties. As a student employee, you are required to protect against unauthorized access to such information, ensure the security and privacy of such information, and disclose any anticipated threats or hazards to such information. You must be very careful not to release this information to the public or to other individuals, including--but not limited to--university employees who have not been authorized or who do not have a **legitimate institutional or business need to know**. Any questions regarding release of such information to another person should be directed to your supervisor or their designee.

Information may not be divulged, copied, released, sold, loaned, reviewed, altered, or destroyed except as properly authorized by the appropriate university official within the scope of applicable federal or state laws, including record retention schedules and corresponding University and CIEP policies and procedures. Do not share any information verbally or on Facebook, Twitter, or other social networking sites, blogs, message boards, etc.

Employment in the CIEP carries a responsibility to protect the confidentiality of information and you must abide by the rules, regulations, policies, and procedures of the University as well as federal and state laws applicable to your position at the university. Inappropriate behavior will lead to disciplinary action and/or dismissal.

Conduct

You are a representative of UNI CIEP both on the job and off. Students are expected to conduct themselves in a professional manner while on the job. That includes showing courtesy and respect to supervisors, co-workers, and the public. Failure to do so could lead to immediate dismissal.

Dress Code

Your attire is an important part of how you represent the department. All staff are expected to be neat and clean at all times and dress appropriately. Torn/soiled clothing and revealing articles of clothing are NOT considered appropriate office attire. Each area has a dress code appropriate to the line of work. Supervisors are available to discuss any questions you have concerning dress attire requirements. See attached document related to dress code.

Drug Free Work Place

It is the policy of the University of Northern Iowa and the Board of Regents to provide for a drug-free work place and learning environment for its students and employees. You may not work while under the influence of illegal drugs or alcohol. Appropriate disciplinary action, which may include termination, will be taken against any employee for violation of this policy.

Ethical Situations

If you ever encounter a situation while on the job in the CIEP where you feel that you are being pressured or asked to do things that you believe to be inappropriate (whether it be by a supervisor, a co-worker, sponsor, or educational partner) we encourage you to seek assistance. Ideally, you will be able to discuss the issue with your supervisor. If your concern relates to your supervisor, we encourage you to talk to the CIEP Director or another CIEP/International Programs staff member that you trust. We want you to know that you do not have to face uncomfortable or inappropriate situations alone or in isolation.

I acknowledge my responsibility to respect the confidentiality of student and departmental information; to follow office procedures in order to protect privacy; to act in a professional manner, both to the public and other students and employees, on social networking websites and over the phone; and to follow this Code of Conduct.

I further understand that if I am found to have acted in an indiscreet manner with confidential material or not protected the privacy of a student or others through my actions, I will be dismissed from my job immediately. I understand this action to be necessary in order to maintain high professional standards of the office and integrity of the University.

Student Employee Signature: _____ Date: ____/____/____

Student Employee Name: _____
(Please print)

Student Employee Email: _____
(Please print)

Supervisor's Signature: _____ Date: ____/____/____