



FEDERAL WORK-STUDY STUDENT EMPLOYEE HANDBOOK & CONFIDENTIALITY NOTICE ACKNOWLEDGEMENT

I hereby acknowledge that I have received a copy of National Louis University's (NLU) **Federal Work-Study Student Employee Handbook**. I will familiarize myself with the material in this handbook and my work conduct is expected to be in conformance with its contents. I will take responsibility for seeking clarification of any information that I am uncertain about from the Federal Work-Study Student Employee Coordinator in the Office of Student Finance or my supervisor.

I hereby acknowledge that this handbook does not constitute a contract of student employment, express or implied, between the student and NLU. All student employees covered by this handbook are employed on an at-will basis and NLU reserves the right to terminate an individual's student employment at any time. [NOTE: per Section 224, 227 and 401.5 of the Illinois Unemployment Insurance guidelines, any work positions that are paid and classified as student employee, such as federal work-study, college employment, Graduate Assistance, Harrison Fellow etc., are not eligible for unemployment compensation once the position has ended.](#)

I understand that my student employment is at-will and that nothing in NLU's handbook changes that relationship and that NLU may change, rescind, or add to any policies, benefits, or practices described in this handbook with or without prior notice.

I hereby acknowledge that I will adhere to the following Notice of Confidentiality. Certain information about the University (such as specific procedures, financial status, etc.) is considered confidential. Communication, distribution or copying of such information is prohibited. In addition, some student employees may be given access to certain proprietary and confidential information of the University and its students. Student Employees are not to disclose any propriety or confidential information regarding the University to outsiders and may only communicate such information to employees who require such information in the performance of their jobs. Unauthorized disclosure of proprietary or confidential information can result in the student employee's immediate termination and/or criminal charges. Any question regarding determination of confidentiality of information should be referred to the immediate supervisor/manager or the Federal Work-Study Student Employee Coordinator in the Office of Student Finance.

In addition, any University employee who is contacted by an attorney or any other third party representative for the purpose of discussing NLU matters must immediately refer that caller to the Office of Human Resources at 847.947.5490.

Print Student Employee's Name

NLU ID#

Student Employee's Signature

Date