



Community Colleges of Spokane WORKSTUDY NOTIFICATION OF INELIGIBILITY

FOR MEMBERSHIP IN THE WASHINGTON STATE RETIREMENT SYSTEM

Student name _____ ctcLink ID

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Academic year beginning July 3, 2017 Campus **SFCC**

Check all that apply: Summer 2017 Fall 2017 Winter 2018 Spring 2018

I am currently enrolled in courses at the Community Colleges of Spokane (CCS) and have been awarded a work-study position in the period and campus indicated above.

I hereby understand that the position held by me at CCS as a work-study student is considered ineligible for participation in a Washington State Department of Retirement Systems (DRS) retirement plan.

I understand that I may appeal for eligibility in the future by contacting the CCS Employee Compensation Office for a determination.

I wish to appeal the ineligibility status of my position at CCS for participation in a DRS retirement plan.

I understand that if my position is determined to be eligible, my status will change from student to career employee and the CCS payroll office will begin deducting the employee DRS contribution at the applicable rate. I also understand that the payroll office will begin withholding FICA taxes unless I'm enrolled in CCS classes totaling 6 or more credits (students enrolled in 6 or more credits are exempt from FICA taxes).

If you would like additional information regarding your options, please contact the CCS Employee Compensation Office at 434-5285.

I have read and understand the options provided in this document as indicated by my selection above. I understand that if the conditions of my position change, I must notify the Employee Compensation office for a reassessment of my position eligibility.

Work-study student Signature

Date

To be completed by department:	
Form received by:	
Date form received:	
Date form forwarded to Employee Compensation Office if applicable:	



**SPOKANE FALLS COMMUNITY COLLEGE WORKSTUDY
CODE OF RESPONSIBILITY
SECURITY AND CONFIDENTIALITY OF RECORDS AND FILES**

Student name _____

ctcLink ID

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Academic year beginning July 3, 2017

Campus **SFCC**

Security and confidentiality are matters of concern to all employees of Spokane Falls Community College. There are many work study positions which enable the student worker to have access to information that is confidential. Working in a facility that contains information that is confidential places the student employee in a unique position of trust. This trust must not be misplaced. The purpose of this Code of Responsibility is an effort to fulfill that office responsibility, and to clarify your own responsibilities thereto. Sharing information from the CCS administrative applications with persons other than the student violates the Family Education Rights and Privacy Act requiring confidentiality.

Violations of the Code of Responsibility are a violation of the Student Rules of Conduct, and may lead to reprimand, suspension or dismissal from the college. Since conduct either on or off the job, could affect or threaten the security and confidentiality of this information, each student employee is expected to adhere to the following:

1. No one may make use of, or permit unauthorized use of any information in files maintained, stored, or processed in any office or facility affiliated with the Work Study program.
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 them by virtue of their work assignment.
3. No one is to exhibit or divulge the contents of any record or report to any person except in the conduct of their work assignment and in accordance with the policies and procedures of Student Services and Spokane Falls Community College.
4. No one may knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry. No one may knowingly expunge or cause to be expunged in any record or report a data entry.
5. No official record or report, or copy thereof, from the office where it is maintained may be removed except in the performance of a person's duties.
6. No one is to aid, abet, or act in conspiracy with another to violate any part of this code.
7. No one is to share his/her assigned "USERID/Password" logon information with others or allow others access to computer sessions logged on with that information, except when working with technical support staff. Part-time staff and work-study students must obtain their own unique logon.
8. Any knowledge of a violation of this code must **immediately** be reported to a person's supervisor.

I have received a copy of, have read, do understand, and will comply with the Code of Responsibility for Security and Confidentiality of Records and Files of Spokane Falls Community College and any other organizations affiliated with said institution through the Work Study Program.

Work-study student signature

Date