



# **BU Basics 101:**

## ***Policies that Apply to All Boston University Student Workers***

### **FERPA – Respecting Student Confidentiality**

(NOTE: The following is a very brief summary of FERPA guidelines. Additional details about FERPA provisions are available online at [www.bu.edu/reg/ferpa.htm](http://www.bu.edu/reg/ferpa.htm).)

**FERPA (Family Educational Rights and Privacy Act)** is a federal law enacted in 1974 that guarantees the confidentiality of student records and general information about students.

#### ***Under the guidelines of FERPA, you may NOT...***

- ◆ release any information to anyone (including University staff members) about a student unless your job specifically requires you to do so,
- ◆ acquire student records information that is not necessary for you to perform your job, or
- ◆ divulge information you learn about students while performing your job.

#### ***You MUST...***

- ◆ sign a copy of the FERPA non-disclosure agreement upon being hired for a student job at BU,
- ◆ keep information you obtain in the workplace confidential, and
- ◆ refer any questionable requests for information about a student to your supervisor.

#### ***Examples of FERPA violations:***

- ◆ Looking up your friend's class schedule in UIS
- ◆ Giving someone (i.e. friend, outside caller, etc.) the address and/or phone number of another student, which you acquired either through UIS or another source of information you had access to while working
- ◆ Divulging another student's religious affiliation, citizenship status, or other personal information

- ★ **IMPORTANT NOTE:** Even a minor disclosure of information may be a violation of FERPA and may result in penalties including, but not necessarily limited to, the loss of your job.

*(continued)*

## Boston University Policy on Computing Ethics

(NOTE: The following provisions are excerpted from the Boston University Conditions of Use and Policy on Computing Ethics. The complete policy is available online at [www.bu.edu/policies/computing/ethics.html](http://www.bu.edu/policies/computing/ethics.html).)

- ◆ You must use only those computer resources which you have been authorized to use by the University.
- ◆ You may not authorize anyone to use your computer accounts for any reason.
- ◆ You must use the University's computer resources only for the University-related purposes for which they were authorized.
- ◆ You must not access, alter, copy, move, or remove information, proprietary software, or other files without prior authorization from the appropriate University representative.
- ◆ You must not use any computing facility irresponsibly or in a way that might needlessly interfere with the work of others.
- ★ **IMPORTANT NOTE:** The unauthorized or improper use of Boston University's computer facilities constitutes a violation of University policy and will subject the violator to disciplinary and/or legal action by the University, and, in some cases, criminal prosecution.

## Accurate Reporting of Hours Worked

- ◆ All time sheets must **accurately** reflect the hours you work. Any breaks you take—including meals—should be noted on your time sheet as breaks, not time worked.
- ◆ At times, holidays may necessitate early time sheet deadlines and you may be asked to estimate the hours you plan to work in advance. If the hours estimated on your time sheet do not accurately reflect the hours you actually worked, consult your supervisor immediately to ensure that the appropriate adjustment is made during the next payroll cycle.
- ◆ Student workers do not get paid for days taken off due to sickness, holidays, or school closing due to inclement weather.
- ★ **IMPORTANT NOTE:** Fraudulent reporting of hours worked is categorized as "gross misconduct" and will result in immediate termination of employment, possible loss of financial aid, and referral to the Office of the Dean of Students for potential further disciplinary action, up to and including expulsion from the University.

**For a more comprehensive summary of policies that apply to student workers at Boston University, please consult the "Student" section of the Student Employment Office web site ([www.bu.edu/seo](http://www.bu.edu/seo)).**