



OUTSTANDING DEBTS AUTHORIZATION

I authorize Boise State University to withhold any outstanding debts owed to the University from my last paycheck(s) upon my separation from employment.

CONFIDENTIALITY STATEMENT

Boise State University has very strict confidentiality regulations which are consistent with the federal Family Education Rights and Privacy Act of 1974 and each employee's and student's privacy is protected by this or other various laws and regulations. In addition, employment at Boise State University requires, as a term of employment, compliance with the policies of Boise State University; the rules, regulations and procedures of the Idaho State Board of Education; and all local, state and federal laws.

The University has granted you access to confidential information and files in the course of performing your professional duties and responsibilities. As an employee of the University, you must be very careful not to release this information to the public. The work "public" may include co-workers who have not been authorized or who do not have legitimate business need to know or to members of the general public. If you are ever in doubt as to a requestor's right to access, or the appropriate procedures to be followed, you must request direction from your supervisor or his/her designee. An infraction in this area is considered very serious and may be grounds for disciplinary action, up to and including dismissal from the University.

By signing this statement, you acknowledge that you will not share or divulge this information with anyone who is not authorized to access this information or otherwise violate any of the rules, regulations, policies or procedures of the University, the State Board of Education, or any local, state or federal laws.

UNIVERSITY POLICIES

My signature acknowledges that I am aware that Boise State University's policies are located at <http://policy.boisestate.edu/> and that I am responsible for reviewing the policies relevant to my employment with the University.

Employee's name (please print)

Employee Identification Number

Employee's signature

Date