

**Electronic Mail (e-mail) Agreement
Student Employment**

In consideration of my employment and/or continued employment with Concordia University, I agree as follows:

During my employment, an e-mail address may be given to me to be used for the sole purpose of my employment within an office. I understand that the use of that e-mail address and the receipt of any information through that address must be work related. This e-mail address may be used only during the hours that I have agreed to work in the office, which has assigned the e-mail address to me.

Student employment related E-mail addresses and all information received through these addresses are owned by Concordia University. Concordia University has the right to terminate this e-mail address at their discretion.

I understand that if I violate this Agreement, I may be subject to disciplinary and/or legal action.

Student Signature: _____

Date: _____

Student Employment Office: _____

Date: _____