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# EMPLOYMENT

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## CONDITIONS OF EMPLOYMENT

**Drug-Free Workplace:** The unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on SWOSU property, or as a part of any SWOSU student sponsored activity, is strictly prohibited. All employees must abide by this policy as a condition of employment. (See also: Drug-Free School/Workplace)

**Employment Eligibility Verification:** SWOSU employs only United States citizens and aliens who are authorized to work in the United States and is committed to complying with various state and federal laws governing employment practices. Additionally, SWOSU is an E-Verify employer. As a condition of employment, each new employee and each newly rehired employee must have a properly completed Immigration and Naturalization Service Form I-9 with appropriate supporting documents to prove eligibility for employment.

- a) **Screening/Reference Verification:** At the discretion of SWOSU, various screenings and verification checks may be conducted. This may include but is not be limited to; reference checks, driver's records and/or degree/licensure/certification verification, etc. Documentation that the hired candidate met all guidelines as set forth in the Position Posting will be returned to the Human Resources Office. (See Candidate Interview Summary Form on SWOSU's web site.)
- b) **Background Checks:** SWOSU completes background checks on new hires. All information will be considered confidential, to the extent possible.

**Employee's Withholding Allowance Certificate (W-4):** All employees are required by federal law to complete and sign a W-4 Form.

**Loyalty Oath:** As required by state law, all individuals are required to sign a Loyalty Oath upon employment by SWOSU.

**Miscellaneous:** As such needs are identified, various additional employment documents may be required of employees from time to time throughout the course of employment. Proof of an employee's social security number is required for payroll purposes.