
EMPLOYMENT STATUS AND RECORDS

Return of SWOSU Property: Employees are responsible for items issued to them or placed in their possession or control. A sample of such items may include, but is not limited to:

- Equipment
- Identification cards, badges, and/or photo IDs
- Keys
- Protective equipment
- Credit cards
- Tools
- Uniforms
- Vehicles
- Personal communication device
- Parking Decal
- Various written materials, forms, documents or manuals

All SWOSU owned property must be returned by employees on or before their last day of work.