

EMPLOYMENT

CONDITIONS OF EMPLOYMENT

Employee's Withholding Allowance Certificate (W-4)

All employees are required by federal law to complete and sign a W-4 Form. Proof of social security number is required for completion of the W-4 Form.

Employment Eligibility Verification

Southwestern is committed to employing only United States citizens and aliens who are authorized to work in the United States and comply with the Immigration Reform and Control Act of 1986. 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.

The above forms are to be completed in the Human Resources Office or as otherwise designated. An employee must have the required forms completed and on file with the Human Resources Office within three working days of their first day of employment.