

SECTION 806.12

Out-processing

Throughout the course of employment, an employee may assume responsibility for University property, which should be returned prior to receiving the final check. Among such items might be equipment, library books, University keys, the employee identification card, uniforms, and parking decal. These should be returned to the correct department or to the immediate supervisor. Institutional obligations, lost uniforms, traffic citations, etc. must also be resolved.

Upon verifying these items to be in order, authorization to issue and deliver the employee's final check will be given to the Department of Human Resources. Should failure to return uniforms, equipment, etc., result in a financial obligation, charges will be made and withheld from an employee's final check. Should such financial obligations be in excess of the final check, no payment will be made until such obligations are paid.

Failure to clear such obligations will negatively affect any job reference the University may provide to future employers.