

Return of Agency Property Upon Separation from Employment

Applicability

This policy applies to all SSD employees.

Policy

When an employee leaves employment with SSD, for any reason, the employee is required to return all SSD property, including but not limited to, ID badges, keys, laptops, uniforms, and any other equipment or materials, by the last day of employment. The supervisor may require that property be returned before the last day of employment.

Failure of the employee to return agency property, or failure to return property in the condition that it was issued, may result in a deduction from the employee's final paycheck, and/or the filing of criminal charges.