2.7 Employees are responsible for the timely return of any College property either in the employee's possession or assigned to the employee by the College. Employees who fail to return any company property including keys, credit cards, tools, uniforms, cellular phones, pagers and other equipment will be deemed ineligible for rehire and may be subject to legal proceedings on behalf of the College.

2.8 Departing employees will be asked to confirm their forwarding address to ensure that benefits and tax information are received in a timely manner. Final pay will be mailed to this address by the next payday unless state law or other procedures dictate otherwise.