



## Policy 04:310 – Collection of Debts Owed to the University by Employees

The University attempts to collect debts owed it by faculty and staff through informal collection methods. In cases where this is not successful, the University will give formal notice to an employee that a debt is outstanding.

This notice will allow each employee the following options:

1. The employee may pay the debt within 15 days of receipt of the notice.
2. The employee may, within 15 days, authorize the University to withhold from each subsequent payroll an amount agreeable to both the employee and the University until the debt is paid in full.
3. The employee may, within 15 days, request a hearing before the Vice President for Business Affairs, or designee, for the purpose of contesting the debt.

If the employee fails to request a hearing or to make payment arrangements satisfactory to the University within 15 days of receipt of the written notice of debt, a deduction will be made from the subsequent salary payment(s) to satisfy the debt.

When leaving the University's employment, faculty and staff must ensure that all debts are paid, all books and equipment on loan are returned, and that keys, University credit cards, and University and State telephone cards are returned. Failure to do so will result in final pay being held.

*Approved 2/99*