

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

INDEBTEDNESS POLICY

In recognition of the accountability of the University, as a public educational institution, for the proper use, management, and preservation of its resources, it is a policy of the University to use all reasonable methods to collect its receivables, which represent an uncompensated expenditure of these resources. To this end, payroll deductions shall be used as a means of collecting delinquent debts owed by University employees to the institution, whether such debts are employment related or not and whether such debts are incurred during or prior to the period of employment. Ordinarily and for the purposes of this policy, a debt shall be considered delinquent when it is thirty (30) days or more past due. If the employee wishes to contest the validity or amount of the debt, he or she may do so before the payroll deduction is made by taking the matter up with the supervisor in the division in which the charge originates. As a general rule, the University shall limit the amount of the monthly deduction to twenty percent (20%) of the employee's disposable earnings, which shall be understood to be the amount of his or her regular earnings less all deductions required by state and federal law or University policy by reason of the employment relationship. Under unusual or exigent circumstances, however, a payroll deduction may be made in any amount and at any time after the debt becomes due and may be made from a payment other than earnings, such as payment for unused leave at the time of termination, provided prior approval of the Vice President for Administration, or his designee, is obtained for a deduction in such circumstances.

I have read and understand the foregoing policy and agree that it shall be a condition of employment by the University.

DATED: _____ SIGNED: _____