

University Policy 200.16
DEBT COLLECTION AND RECOVERY

Responsible Administrator: Vice President of Administration

Responsible Office: Office of Human Resources

Originally Issued: August 2006

Revision Date: August 2009

Authority: Office of the President

Policy Statement

It is the policy of Claflin University to provide a method for the recovery of all debts owed to the University by its employees. The University is committed to fulfilling its Vision "by being faithful stewards of the resources and assets entrusted to our care" and its Guiding Principles as they relate to the University's "Commitment of Financial Accountability." The University strives to manage its fiscal affairs to ensure that operating practices are financially sound and secure at all levels.

Statement of Purpose

This policy establishes uniform guidelines for the administration of the Debt Collection and Recovery Program for Claflin University. It is the responsibility of the University to ensure that all employees satisfy their financial obligations to the University. Any debt owed to the University will be deducted from the affected employee's wages through payroll deduction or a personal agreement. Upon employment, employees will complete and sign a Debt Collection and Recovery Authorization Form. Should it become necessary to impose the collection and/or recovery process, the form grants the University permission to make the appropriate payroll deduction. This form will be retained in the employee's personnel file.

Applicability

This policy is applicable to all administrators, faculty, staff, hourly, and temporary employees.

PROCEDURES

Employees who owe money to the University for travel advances, payment of disapproved leave, overpayment of wages, payment of health insurance premium while on leave, University property that was lost or not returned, or any form of indebtedness will have the outstanding obligation deducted from their paycheck. If the employee does not have a Debt Collection and Recovery Authorization Form on file, the University will take the following measures:

- The Office of Human Resources will inform the employee through written notification.
- The University will allow the employee an opportunity to discuss the matter and respond to the written notification within five workdays.
- Employees may fulfill their financial responsibility by making the appropriate payment or by making arrangements to settle the delinquent account.
- The Office of Human Resources will initiate the payroll deduction process with the Payroll Office if the employee does not respond to the Office of Human Resources within five workdays.
- Employees separating from the University or who have separated will have money deducted to resolve any type of debt or outstanding obligation, including property and equipment, from their final paycheck, leave check, or any other sources of funds received from Claflin University.
- Employees who have separated from the University and are no longer receiving funds to satisfy their outstanding financial debt or obligation through the payroll deduction process, will be notified in writing and requested to resolve their indebtedness, inclusive of money and property.

Claflin University reserves the right to deduct money of current or separated employees with or without a Debt Collection and Recovery Authorization Form.

Condition

The Debt Collection and Recovery Policy will operate concurrently with the Clearance Process.

