

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

INDEBTEDNESS AND COLLECTION POLICY

Number 06.02.08

Division Human Resources

Date January 15, 2008

Purpose To provide information and guidance regarding indebtedness of an employee.

Policy It is the policy of The University of Alabama in Huntsville to avoid official involvement in the personal affairs of its employees. However, the University expects its employees to be financially responsible and to honor their just debts.

Garnishments of wages will be answered and implemented by the University according to the requirements of the Writ of Garnishment until the garnished sum has been paid to the court in full.

In the event of a legally determined indebtedness of an employee to the University, for which a voluntary repayment plan has not been established, the debt will be satisfied through a payroll deduction process, following all federal and state statutes. Prior to implementing such payroll deduction, the University will provide the employee with notice of the amount and duration of such payroll deductions. 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.

Indebtedness of an employee to the University may also be satisfied by withholding all or part of any lump sum payment otherwise due to an employee upon separation from the University by retirement, resignation or termination of employment.

Ordinarily and for purposes of this policy, a debt shall be considered delinquent when it is thirty (30) days or more past due.

Procedures Employees of the University will have the opportunity to review the policy and sign the Indebtedness and Collection Policy form stating they understand it is a condition of employment.

Review The Human Resources Office and Office of Budgets and Management Information are responsible for the review of this policy every five years (or whenever circumstances require).

Approval

Chief University Counsel

Date

Senior Vice President for Finance and Administration

Date

Provost and Executive Vice President for Academic Affairs

Date

Vice President for Research and Economic Development

Date

Vice President for Advancement

Date

Vice President for Student Affairs

Date

Vice President for Diversity

Date

Associate Vice President for Human Resources

Date

Associate Vice President for Budgets & Financial Planning

Date

APPROVED:

President

Date