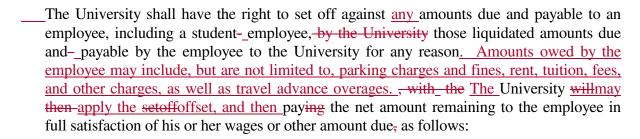
BOARD POLICY 405.2

OFFSET OF AMOUNTS DUE TO THE UNIVERSITY BY AN EMPLOYEE EMPLOYEE DEBT COLLECTION AUTHORIZATION TO OFFSET AMOUNTS DUE UNIVERSITY BY AN EMPLOYEE AGAINST AMOUNTS OWED BY UNIVERSITY TO THAT EMPLOYEE

I. Purpose

The purpose of this policy is to establish procedures for the University to set off amounts due to the university by an employee against any amounts due and payable to the employee. This Board Policy shall be reflected in faculty, staff, and student handbooks, and other campus publications as appropriate.

II. Offset Right and Limitations



- 4A. If the amounts owed by the employee to the University were the result of moneyieseys advanced to the employee or misappropriation by the employee of moneyieseys or personal property belonging to the University, the University may set off amounts owed to the University against all wages or other moneyieseys owed to the employee.
- 2B. In all other cases of setoffs offsets against an employee's wages, the University may only set off amounts owed the University against those wages which are above the statutory minimum hourly wage.
- 3C. If the amounts owed to student-employees constitute payments for work-study or are student loans under a program guaranteed or established by the U.S. Government, any set_-off shall be subject to laws and regulations governing those programs.
- 4D. The University may <u>also</u> set off amounts owed to the University against <u>all</u>any <u>other</u> sums owed to an employee <u>other than wages</u>, or student work study or loan payments.

III. Repayment Plans

Subject to the above limitations, each Chancellor, through the business officers of that campus, may develop with an affected employee a repayment plan with an employee for successive set offsets so that the entire amount owed to the University is not set offset on a single occasion; provided, however, that no such plan shall be developed in the instance of any final settlement of accounts, such as where a final check for wages for a terminating employee may be involved.

This Board Policy shall be reflected in faculty, staff, and student handbooks, and other campus publications as appropriate. .

January 20, 1995 (Revised) June 18, 1982