

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

The University shall have the right to set off against any amounts due and payable to an employee, including a student-~~employee~~, ~~by the University~~ those liquidated amounts due and ~~payable~~ by the employee to the University for any reason. Amounts owed by the employee may include, but are not limited to, parking charges and fines, rent, tuition, fees, and other charges, as well as travel advance overages. ~~, with the~~ The University ~~will~~may ~~then apply the setoff/offset, and then~~ paying the net amount remaining to the employee in full satisfaction of his or her wages or other amount due, as follows:

~~1~~A. If the amounts owed by the employee to the University were the result of ~~money/ies/ey~~ advanced to the employee or misappropriation by the employee of ~~money/ies/ey~~ or personal property belonging to the University, the University may set off amounts owed to the University against all wages or other ~~money/ies/ey~~ owed to the employee.

~~2~~B. 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.

~~3~~C. 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.

~~4~~D. The University may also set off amounts owed to the University against ~~all-any other~~ sums owed to an employee ~~other than wages, 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 ~~setoffs~~~~etsets~~ so that the entire amount owed to the University is not set off~~set~~ 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