

Florida Atlantic University

Regulation 6.012 Employee Debt Collection

(1) Purpose. Pursuant to Section 1010.03, F.S., the University is directed to exert every effort to collect all delinquent accounts. The purpose of this regulation is to provide procedures for collection of funds owed to the University by its employees.

(2) Accounts Receivable. Employees will be placed on the Accounts Receivable system as charges are incurred. Once charges are incurred, the employee will be billed monthly. If the Controller's Office does not receive full payment within three months of the date of the first billing, the employee will be notified that if arrangements are not made within ten days, debt collection procedures will be implemented on his/her debt. All billings, notices and other communications shall be sent electronically to the employee's University email address.

(3) Debt Collection Procedures.

(A) The employee is advised that he/she has ten days to either 1) clear the account by making payment in full, 2) make payment arrangements as agreed to by the Controller or designee, or 3) file a written petition in the Controller's Office disputing the debt with documentary evidence.

(B) If a petition is filed or no action is taken by the employee at the end of ten days, the employee's debt shall be reviewed by the Controller or designee considering any petition and evidence, if submitted.

(C) If, upon review, a determination is made that the debt is in fact due and owing, the employee shall be sent a Notice of Debt Collection indicating the amount of the debt and method of collection to be utilized.

(D) Within ten days after the Notice of Debt Collection is sent, the employee may file a Request for Review in the Controller's Office. The Senior Vice President for Financial Affairs or designee shall review the facts of the case as are known to the University and will include any mitigating factors as may be presented by the employee in his/her Request for Review. The Senior Vice President for Financial Affairs or designee shall decide whether the debt and amount to be collected is appropriate. The employee shall receive notification of the decision of the Senior Vice President for Financial Affairs or designee which shall stand as final University action.

(4) Payroll Deductions and Collections.

(A) Employee debt may be collected through payroll deduction and/or through use of a collection agency. The University may take disciplinary action

and/or restrict access to University resources or services while debt is outstanding to the extent permitted by law.

- (B) If payroll deduction will be utilized, the Notice of Debt Collection shall state the amounts and duration of each paycheck deduction.
- (C) Any debt over \$100 to be collected by payroll deduction shall be divided over two (2) or more pay periods in increments of at least \$100 per pay period (until the final balance is less than \$100), and shall comply with applicable federal and state wage payment requirements. In the event that an employee-debtor separates from the University's employ for any reason, the entire amount of the debt will be deducted from the employee's final paycheck.

Specific Authority: Article IX of the Florida Constitution, 1001.706, 1010.03 F.S., and Board of Governors Regulation 1.001. Formerly 6C5-6.013. History—New 11-11-87, Amended 11-10-10.