

PAYROLL DEDUCTIONS / AUTHORIZATION**SECTION 5.07****Effective Date: October 15, 2015****Approved By: Executive Director GBR****PROCEDURE:**

In order to liquidate outstanding obligations to the agency and/or to agency programs the following actions will be taken:

- A. The Human Resources Director shall be charged with the responsibility of securing the signature of employees on the payroll deduction form. Further the dollar amount on the form should not reflect less than \$25; if the amount owed is less than \$25 only the amount owed will be deducted. In the case of termination the full amount owed will be deducted.

Any new employee will be required to sign a deduction form. The Human Resources Director will be responsible for assuring that the form is signed by all new employees. Signing of this form protects the Corporation of any debt that the employee may accumulate during their employment.

- B. Any employee, who does not have a signed payroll deduction form on file, will not be allowed to receive any agency services on credit (i.e., day care, Valley View Health Center visits, etc.).
- C. In the event an employee's obligation to the agency exceeds \$650, the employee will be required to sign a new authorization for payroll deduction form that will increase their deduction to:
- 10% of their balance at that time, the balance owed divided by 26 pays; or
 - An amount the employee chooses as long as the amount elected retires the obligation within a year.

The employee maintains the right to change their deduction amount as they incur additional corporate obligations. However, if employees do not effect the necessary paperwork this authorization will serve as the employee's agreement of said amount to be applied to any additional future obligations made during the period of the advance.