Policy ID:	ADM-ADM-2 Minor Revision 4
Title:	Employee Financial Responsibility
Description:	Employees are required to satisfy their financial obligations to the university in a timely fashion.
Category:	Administration
Applies to:	staff,faculty
Contact:	Administrative Services
Purpose:	Employees are notified each month of outstanding balances. These balances commonly are parking permits or citations, tuition or fees, and facility charges.

Policy Statement:

Employees are required to complete the clearance process prior to leaving the university. Specific action required include:

1. Return key(s) to Public Safety
2. Return Procard to Administration Procard Coordinator
3. Pay balance of outstanding debt at the Bursar

The individuals who do not complete the clearance process will have the outstanding balance deducted from their paycheck. Inappropriate charges on a Procard not returned will also be the responsibility of the former employee. The University has the right to charge the former employee for re-keying building if keys are not returned.

University employees are required to satisfy their financial obligations to the university in a timely fashion. Employee financial obligations may include payment for parking permits; payment for parking citations; payment for tuition, fees; library fines; Health Center; any personal checks submitted for payment resulting in insufficient funds; or any other financial obligation to the university incurred by the employee.

Applicants will not be approved for new employment unless and until all delinquent debt to the university is paid.

Authorization of transfers or promotions for current employees will not be made until all employee debt due is paid or resolved.

Employees who present checks to the university that are returned unpaid by the financial institution will be subject to service charges and may be subject to forfeiture of check-writing privileges, loss of certain university opportunities and services, disciplinary action up to and including termination from employment, and referral for prosecution.

Failure of an employee to pay for services provided or fines assessed by the due date noted on any billing statement will constitute debt delinquency. This may result in a loss of services; loss of certain university opportunities; assessment of a collection charge; disciplinary action up to and including termination from employment; referral to a collection agency; and reporting to a credit bureau.

Glossary of Terms:

Timely fashion - 30 days after the end of the month of the transaction if not defined (i.e. parking permits and citations). Otherwise the debt is due as of the due date noted per the transaction of the transaction (i.e. tuition and fees).

Legal Citation:

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Campus Links:	UCONNECT - Employee Financial Balance Employment Services - Clearance Process
FAQs:	
Formerly known as:	

Approved on:	01/01/2007
Effective date:	01/01/2006
Keyword(s):	outstanding, balance, clearance, process, unpaid, debt
Last review date:	09/02/2011
Date posted:	Oct 18 2007 10:08AM
Policy ID:	ADM-EMP-25 Revision 1 .2

Title:	Salary Increases
Description:	Review of salaries and increases in salaries based on various factors.
Category:	Human Resources
Applies to:	staff,faculty,student
Contact:	Human Resources

Purpose:	Policy regarding the increases in salary.

Policy Statement:	Any pay adjustments are based on work performance, promotion, demotion, labor market conditions, legislative actions, and budget constraints.

Glossary of Terms:	

Legal Citation:	
Campus Links:	
FAQs:	
Formerly known as:	

Approved on:	12/01/2005
Effective date:	12/01/2005
Keyword(s):	pay, increase, salary, promotion
Last review date:	11/22/2011
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Policy Archives:	03/09/2011 Salary Increases 0 1 11/22/2011 Salary Increases 1 2

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