



# UNIVERSITY OF CENTRAL OKLAHOMA

**Policy ID:** ADM-ADM-2

**Title:** Employee Financial Responsibility

**Description:** Guidelines to follow regarding debt owed by prospective, current and/or leaving employees.

**Category:** Administration

**Applies to:** All Employees

**Contact:** [Administrative Services](#)

**Purpose:** To collect debt, as a result of purchases, fines, or unreturned property, owed to the University by prospective, current and/or leaving employees.

**Policy Statement:** **Applicants/New Employees**

Applicants with outstanding delinquent debt to the University will be approved for new employment with the condition that they must complete the payroll deduction authorization form and provide this to Human Resources on or before their first day of employment. Failure to provide this form on the first day of employment will result in the conditional offer being withdrawn by the University.

**Current Employees**

Current University employees are required to make arrangements to satisfy their financial obligations to the University in a timely fashion (see guidelines below). Failure to do so may result in loss of service and/or certain privileges (check-writing, for example); assessment and/or late fees; referral to a collection agency; reporting to a credit bureau; attachment to any Oklahoma State income tax refund as provided by law; and/or disciplinary action up to and including termination.

Employee financial obligations may occur as a result of, but are not limited to, parking permit purchases; parking citations; tuition and/or fees; Library fines; Wellness Center fees; service charges as a result of personal checks returned for insufficient funds.

Guidelines for monitoring and making arrangements to satisfy debt:

1. Employees can self-monitor their Bursar accounts through UCONNECT (link below).
2. On a monthly basis, “new” employee debt will trigger a notice of financial obligation to the employee.
3. Employee will be expected to select one or more of the following options within 30 days of notice:
  - a) Pay the debt in full;
  - b) Submit a completed deduction authorization form to Payroll (below); or
  - c) Appeal the debt with the charging department.
4. Bursar and Payroll will monitor for compliance.
5. Non-compliant employees will be referred to Employee Relations, and a meeting will be scheduled with the employee and his/her supervisor to determine the reason for non-compliance. If there is not a good reason why the employee is not complying and he or she “refuses” to comply, he or she can be terminated for failure to satisfy financial responsibility to the University.

**Note:** Debt as a result of tuition & fees will first be handled solely by the Bursar as a “student”, i.e. currently enrolled can carry up to \$500 in debt and re-enroll. At the point an employee does not re-enroll and still has debt, the actions will be applied.

**Leaving Employees**

When leaving the University for any reason, on or before the last day of employment, employees are required to return any and all University property including, but not limited to: keys; ID (unless it is a MidFirst Debit Card); parking permit; uniforms; assigned tools; iPads; laptops, or other electronic equipment; and any paper files or electronically stored data associated with

employment at the University. Further, employees are expected to pay the University the replacement cost or other declared value for any property not returned within three (3) business days of the last day of employment.

Property not returned within three (3) business days following the last day of employment will result in a delinquent debt owed to the University for replacement cost or other declared value. Any balance owed for a debt as a result of unreturned property and/or other unpaid, outstanding financial obligations (as described above) will be deducted from an employee's final paycheck and/or any other payout due to the employee by the University (vacation accrual payout, for example).

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**Legal Citation:**

**Campus** [UCONNECT – Employee Financial Balance](#)  
**Links:** [Payroll Deduction Authorization](#)

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**FAQs:**  
**Formerly**  
**known as:**

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