**Policy ID:** ADM-EMP-47 Major Revision1 Minor Revision2  
**Title:** University Debts  
**Description:** Appropriate debt collection will be taken against employees with outstanding University debts.  
**Category:** Human Resources  
**Applies to:** staff, faculty, student  
**Contact:** Human Resources  
**Purpose:** Appropriate debt collection may include revocation of certain privileges and/or services, turning obligation to a collection agency or small claims court for processing, or withholding debt from current salary and wages.  
**Policy Statement:** It is the responsibility of the employee to ensure that all University business is conducted in a satisfactory manner. Therefore, appropriate debt collection action will be taken against employees with outstanding University debt, which may include corrective action up to and including termination.  
**Glossary of Terms:**  
**Legal Citation:**  
**Campus Links:**  
**FAQs:**  
**Formerly known as:**  
**Approved on:** 12/01/2005  
**Effective date:** 12/01/2005  
**Keyword(s):** debt, collection, outstanding  
**Last review date:** 05/01/2015  
**Date posted:** 03/09/2011  
**Modified By:**  
**Date Modified:** 05/01/2015