

**OFFSET OF AMOUNTS DUE TO THE COLLEGE BY AN EMPLOYEE**

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PURPOSE

The purpose of this policy is to establish procedures for UA Cossatot to set off amounts due to the College by an employee against any amounts due and payable to the employee.

OFFSET RIGHT AND LIMITATIONS

UA Cossatot shall have the right to set off against any amounts due and payable to an employee, including a student employee, those liquidated amounts due and payable by the employee to the College for any reason. Amounts owed by the employee, and categories which may be appropriate for voluntary payroll deductions, may include, but are not limited to, parking charges and fines, rent, tuition, fees, travel overages, and other charges or category of payroll deductions approved by the Chancellor. In case of involuntary set off the College may apply the offset, and then pay the net amount remaining to the employee in full satisfaction of his or her wages or other amount due as follows:

1. If the amounts owed by the employee to the College were the result of money advanced to the employee or misappropriation by the employee of money or personal property belonging to the College, the College may set off amounts owed to the College against all wages or other money owed to the employee.
2. In all other cases of offsets against an employee's wages, the College may only set off amounts owed to the College against those wages which are above the statutory minimum hourly wage.
3. If the amounts owed to student employees constitute payments for work-study, any set off shall be subject to laws and regulations governing those programs.
4. The College may also set off amounts owed to the College against any other sums owed to an employee.

REPAYMENT PLANS

Subject to the above limitations, the Chancellor, through the Vice Chancellor of Finance or designated business officer, may develop a repayment plan with an employee for successive offsets so that the entire amount owed to the College is not set off on a single occasion; provided, however, that no such plan shall be developed in the instance of any final settlement of accounts, such as where a final check for wages for a terminating employee may be involved.

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**Policy History:**

November 7, 2022

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