

**FLORIDA ATLANTIC UNIVERSITY  
NOTICE OF PROPOSED REGULATION AMENDMENT**

Date: October 7, 2010

**REGULATION TITLE AND NUMBER:** Employee Debt Collection (6.012).

**SUMMARY:** This regulation addresses employee debt collection procedures. The proposed amendments update the internal University processes for notice and disputes, including the

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**AUTHORITY TO AMEND THE REGULATION:** Article IX of the Florida Constitution and the Board of Governors Regulation Development Procedure dated July 21, 2005.

**UNIVERSITY OFFICIAL INITIATING THE REGULATION AMENDMENT:**  
Mr. Dennis Crudele, Senior Vice President of Financial Affairs

**COMMENTS CONCERNING THE PROPOSED REGULATION AMENDMENT SHOULD BE SUBMITTED WITHIN 14 DAYS OF THE DATE OF THIS NOTICE TO THE CONTACT PERSON IDENTIFIED BELOW.** In response, the University may solicit additional written comments, schedule a public hearing, withdraw or modify the proposed

PROPOSED

Florida Atlantic University

**Regulation 6.012**

(4) Payroll Deductions and Collections.

(A) Employee debt may be collected through payroll deduction and/or through use of a collection agency. The University may take disciplinary action and/or restrict access to University resources or services while debt is outstanding to the extent permitted by law.

(B)

# PROPOSED

## Florida Atlantic University

### **Regulation 6.012                      Employee Debt Collection**

(1) Purpose. Pursuant to Section ~~240.291~~1010.03, F.S., the University is directed to exert every effort to collect all delinquent accounts. The purpose of this ~~rule~~regulation is to provide procedures for collection of funds owed to the University by its employees.

(2) Accounts Receivable. Employees will be placed on the Accounts Receivable system ~~after conventional attempts by the University to obtain payment are unsuccessful.~~ ~~Once the as~~ charges are ~~put on the Accounts Receivable system~~incurred. ~~Once charges are incurred,~~ the employee will be billed monthly. If ~~Accounts Receivable~~the

~~set off the debt and deduct funds~~ The appropriate Vice President or University Provost will for Financial Affairs or designee shall review the facts of the case as are known to the University and will hear~~include~~ any ~~explanations and~~ mitigating factors as may be presented by the employee ~~in his/her Request for Review~~. The ~~appropriate~~ Senior Vice President for Financial Affairs or University Provost ~~will~~designee shall decide ~~if a fair process has taken place as to debt claimed and~~ whether the debt and amount to be ~~set off~~collected is appropriate. ~~The findings of the appropriate Vice President or University Provost will be reviewed by a member of the Florida Atlantic University Legal Staff for legal sufficiency.~~ The employee ~~will~~shall receive ~~written~~ notification of the decision of the ~~appropriate~~Senior Vice President for Financial Affairs or University Provost~~designee~~ which shall stand as final ~~agency action, for purposes of any further actions which may be taken by the employee under the Florida Administrative Code, Section 120.57, F.S., unless a hearing has been requested under that section~~University action.

(4) ~~Amount of Payroll Deduction~~Deductions and Collections.

~~(A) In the event that the total amount of the debt is less than 10% of the e~~ biweekly gross ~~will be deducted in the first or second pay period after the decision to set off the debt is made.~~