

Chapter: Personnel

Modification No. 0023

Subject: **Employee Indebtedness**

I. The Board of Trustees recognizes that prudent fiscal control includes the active collection of all indebtedness, including employee indebtedness.

II. If an employee or former employee has been overpaid by the College, the overpayment is a legal debt and must be repaid in full. ~~It is the policy of~~ Montgomery College ~~may~~ to initiate recovery efforts on all employee indebtedness as soon as the debt is discovered.

III. In all cases, College employees will be notified of any indebtedness and given the available options for repayment and an opportunity to rebut the College's claim.

IV. The Board of Trustees authorizes the President ~~is authorized~~ to establish any procedures necessary to implement this policy.

Board Approval: October 28, 1991; May 16, 2016; DATE.

Chapter: Personnel

Modification No. 0034Subject: **Employee Indebtedness**

I. The Office of Human Resources and Strategic Talent Management (HRSTM) is responsible for processing pay and monitoring pay accuracy. Supervisors are responsible for monitoring employee attendance and absences, and ensuring accurate timesheets/timekeeping records and leave use of paid time off allowances. Each Department will collaborate work with HRSTM if Payroll in the determination of an overpayment is determined/discovered.

II. Employees should promptly report any known overpayments to their supervisor; failure to do so may result in disciplinary action up to and including termination.

III. ~~The Vice President of Human Resources and Strategic Talent Management Finance/Chief Human Resources Financial~~ Officer (or designee) will notify an employee, in writing, of any overdue employee indebtedness to the College.

IV.H. The written notice will include, at a minimum, the reason for indebtedness; the amount of the indebtedness; and the time period (no less than thirty (30) working days) in which payment must be made before further action is taken.

V. Repayment may be made in full or by establishing a payment plan that has been approved by the Vice President/Chief Human Resources Officer (or designee). ~~The notice will also include the opportunity to establish a schedule for voluntary repayment.~~

IV.I. ~~The written notice will also indicate that the employee may dispute the debt, in writing and/or by requesting a meeting with the Vice President of Finance/Chief Financial Officer (or designee), within ten (10) working days of receipt of the notice. If an employee disputes the debt, no further action will be taken until the Vice President of Human Resources and Strategic Talent Management Finance/Chief Human Resources Financial Officer (or designee) has reviewed the matter and conducted additional research as needed. The employee will be notified within 30-days, in writing, made a final determination. The Vice President of Finance/Chief Financial Officer will notify the employee, in writing, of the final determination.~~

VII. If the debt remains unpaid after thirty (30) working days' notice of Vice ~~President of Finance/Chief Financial Officer's~~ the final determination, and no arrangements for repayment have been made, ~~the collection process will be implemented and~~ the debt will be sent to Maryland State Collections.

~~VI. The Vice President of Finance/Chief Financial Officer is responsible for implementing these procedures.~~

VIII. A separating employee who fails to fulfill a debt to the College will be ineligible for rehire.

IX.VII. These procedures shall not preclude the College from taking any action warranted if the basis of the debt arises from a violation of College policies and procedures.

PROCEDURE - Montgomery College

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| 62 Administrative Approval: October 28, 1991; August 23, 2004; May 18, 2016; [DATE](#).