

## Indebtedness and Collection Policy

**Unit:** [Human Resources](#)

**Effective Date:** 6/1/2006

**Revision Date:** 11/12/2018

**Contact:** Nancy Whittaker

**Title:** Associate Vice President for Human Resources

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### Purpose

The purpose of this policy is to provide information and guidance regarding indebtedness of an employee.

### Policy

It is the policy of The University of Alabama to avoid official involvement in the personal affairs of its staff members. However, the University expects its employees to be financially responsible and to honor their just debts.

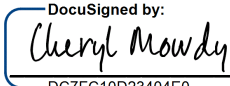
Garnishments of wages will be served and answered by the University according to the requirements of the Writ of Garnishment until the garnished sum has been paid to the court in full.

Indebtedness of an employee to the University for which a voluntary repayment plan has not been established will be subject to satisfaction through a payroll deduction process. Prior to implementing such payroll deduction, the University will provide the employee with notice of the amount and duration of such payroll deductions. Indebtedness of an employee to the University may also be satisfied by withholding all or part of any lump sum payment otherwise due to an employee upon separation from the University by retirement, resignation, or termination of employment.

### Scope

This policy applies to all faculty and staff.

### Office of the Vice President of Finance and Operations

Signed:  11/12/2018  
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Cheryl Mowdy  
Assistant Vice President for Finance and Operations