

**EMERGENCY PAYROLL ADVANCES
HUMAN RESOURCES AND ORGANIZATIONAL DEVELOPMENT
PROCEDURE No. 212**

POLICY STATEMENT

Champlain College is a caring community and understands that at times, faculty and staff may be in need of a payroll cash advance in order to meet personal financial demands. Under specific circumstances the Treasurer, or designee, may authorize the payment of a "payroll advance" against the employee's compensation to be paid in the next pay period.

- Supervisor requests should only be made if the employee's paycheck is delayed or in error due to a fault by the College and the employee is financially unable to wait until the next scheduled pay day.
- Consideration will be given to requests made by employees due to circumstances that are unforeseen, unplanned and unavoidable and require an employee to secure funds on short notice. The employee must have exhausted all other reasonable sources of financial relief, such as a loan with their 403(b) provider or financial institution.
- An employee may receive no more than one hardship payroll advance in a 12 month period. If additional payroll advances are requested in subsequent years, financial counseling may be required through the College's EAP program.
- Payroll advances may be granted for up to the net base salary earned in the upcoming pay period for which the pay advance is being processed. Payroll advances will generally not be approved for exception payments such as overtime, vacation lump-sum payments at termination, sick or holiday time.

SECTION I PURPOSE OF THE POLICY

To establish guidelines that must be followed when requesting and implementing payroll cash advances for Champlain College faculty and staff.

SECTION II ELIGIBILITY PROVISION

This policy applies to all regular full-time and part-time staff and faculty, as well as adjunct faculty.



SECTION III DEFINITIONS

Regular Full-time: Staff and Faculty work at least 37.5 - 40 hours/week. Faculty contracts and staff appointments have duration of at least 8 months.

Regular Part-time: Staff and Faculty work at least 20 to 37 hours/week. Faculty contracts and staff appointments have duration of at least 8 months.

Base Pay: Your usual bi-weekly or monthly (in the case of salaried exempt employees) rate of pay from the Employer, not counting commissions, bonuses, overtime pay, or any other fringe benefit or extra compensation.

SECTION IV PROCEDURE

The supervisor must request the pay advance in writing to the Payroll Department if it is a result of a College delay in submitting payroll documents or other College oversights. The request must include the reason for the advance, the amount of the advance and steps taken to prevent this occurrence in the future. The cash advance will be deducted from the next regularly scheduled payment.

If being requested due to financial hardship, employees must request the pay advance in writing to the Payroll Department. The request must include the reason for the advance, the amount of the advance and the repayment time frame. Each pay advance will be evaluated on a case by case basis.

The Payroll Department will draw up the Pay Advance Agreement and have the Treasurer sign for approval. The employee must also sign the agreement upon receipt of the check. The check will be processed by the Accounts Payable Department during the next regularly scheduled pay run.

SECTION V POLICY ADHERENCE

The Senior Vice President of Finance and Administration is the responsible official for this policy. Any exceptions to this policy must be approved by the Senior Vice President of Finance and Administration.

SECTION VI CONTACT

The contacts for payroll matters are Leslie Carew, tel. 802-865-5440, carew@champlain.edu or Jackie Greer, tel. 802-865-5431, jgreer@champlain.edu.



CHAMPLAIN COLLEGE

The above is a summary only. Always refer to the applicable plan documents, policies or guides before making final decisions. Human Resources policies and procedures are updated on an as-needed basis. As such, the College reserves the right to alter, amend or suspend the terms of this policy at its sole discretion; please refer to the policies posted on the Human Resources intranet site for the most current version. This policy does not constitute an employment contract.

