

# University of Houston Clear Lake

## Employee Financial Responsibility

The purpose of this document is to define the financial obligations of employees to the university and the sanctions for not fulfilling those obligations. This document applies to all faculty, staff, and student employees of the University of Houston-Clear Lake and to all financial obligations and payments due or made to the university by its employees.

University employees are required to satisfy their financial obligations to the university in a timely fashion. Employee financial obligations include payment for parking permits and citations, purchases of goods or services from university operations, payment for tuition, fees, and/or library fines, any personal checks submitted for payment, or any other financial obligation to the university incurred by the employee.

Applicants will not be approved for new employment until any delinquent debt to the university is paid or a satisfactory repayment agreement has been signed. Current employees will not be approved for promotion, reclassification, or job change until any delinquent debt to the university is paid or a satisfactory repayment agreement has been signed.

Failure of an employee to pay for services provided or fines assessed by the due date noted on any billing statement will constitute debt delinquency and may result in loss of these services, loss of certain university privileges, assessment of a collection charge, disciplinary action up to and including termination from employment, referral to a collection agency, and/or reporting to a credit bureau. If an employee becomes more than 30 days delinquent on a debt, the employee's supervisor will be notified. The employee will be notified by the supervisor of the debt and the necessity that the debt be cleared within 30 days. If at the end of another 30 days, the debt has not been cleared, then the supervisor will work with Human Resources to start disciplinary sanctions.

University employees previously allowed to enter into payment agreements have been provided copies of terms and conditions of payment agreements. An employee who defaults for the second time, as defined in these terms and conditions, will be given 10 days to pay the account balance in full. If the balance is not paid in full within the 10-day period, the employee will be subject to immediate suspension for three to 10 days. Human Resources will be notified and work with the employee's supervisor to inform them of the suspension. If the balance is not paid by the end of the suspension period, the employee will be terminated at the end of the period for failure to comply with the Employee Financial Responsibility requirement.

University employees are informed of their indebtedness to the university through regular mail (U.S. Postal Service) and university email. It is, therefore, imperative that employees maintain their current address and e-mail address on file in P.A.S.S. (employee self-service system), the university will not waive delinquency sanctions based upon claims of non-receipt of billing statements or any other notification of indebtedness.

### Payments "On Hold"

Texas State law prohibits the state making payments if the employee

- Owes a debt to the state
- Is delinquent in payment of certain taxes
- Is delinquent in repaying certain student loans
- Is delinquent in payment of certain types of child support

In such cases, the university/state will continue to process and create a payment but will not release it to the employee until the employee pays what is owed. Under certain circumstances, the law also authorizes the Comptroller of Public Accounts to apply state payments against what is owed.

Effective FY2015 University employees "On Hold" status are informed of their indebtedness to the state based on the vendor hold status report by the University Accounts Payable department in the month of June and December each year.