

Pay Advance Policy

Policy/Procedure

It is the policy of Dickinson College to make pay advances available to all full-time employees for emergency purposes. Each employee may request up to one pay advance each fiscal year in an amount not to exceed \$1000. The advances are to be repaid through payroll reduction over a period not to exceed six pay periods. The individual requesting a pay advance must be employed for at least one year in a full-time position with satisfactory service. Prior approval of the advance is required by human resources services and financial operations. Advances will not be approved for employees who have provided notice that they intend to resign or retire before the balance would be repaid and will not be approved for contract employees whose repayment would not be fully completed within their current contract. Advances will not be approved if the addition of the loan repayment deduction would cause the employee's pay to fall below an applicable minimum wage. This is most often the case with employees who have existing deductions, such as child support obligations or wage garnishments. An employee cannot request an additional advance until the previous advance is paid off. Exceptions to this policy require the approval of the Vice President for Finance and Administration.

Employees who separate from college employment before an advance has been fully repaid shall remain responsible to the college for the full amount of the advance. When an employee with an outstanding balance provides notice to the college, the college shall have discretion to accelerate the repayment schedule to ensure that full repayment will occur prior to separation. Upon separation, the college shall have the discretion to deduct the full balance from the employee's final check (subject to limits in the laws governing paycheck withholding) or negotiate a mutually agreeable repayment plan.

Related Information

History/Revision Information

Responsible Division/Office: Human Resource Services; Finance and Administration

Effective Date: December 1, 2014

Last Amended Date: August 5, 2024