

SECTION: 4.0 Administrative

SUBJECT: Technical and Industrial Shops-Employee Credit Policy

Background: This policy prescribes procedural guidelines for a limited deferred payment policy relative to services provided in the Technical and Industrial shops to employees.

Point of Contact: Controller's Office

Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy: Technical and Industrial

Date of approval by LCSC authority: 10/26/2010

Date of State Board Approval: N/A

Date of Most Recent Review: August 2015

Summary of Major Changes incorporated in this revision to the policy: No revisions deemed necessary this review.

Policy:

While it is general policy that the College provides services on a cash basis, it is recognized that a credit policy relative to Technical and Industrial shop services (e.g. repair of personal automobiles by shop classes) would facilitate payment for employee repairs of an unanticipated nature.

1. Technical and Industrial shop services will be provided for students and the general public on a cash basis only.
2. Employees of the College may receive approval to defer payment for shop services under the following conditions:
 - A. No credit may be granted without the formal approval of the Vice President for Finance and Administration or his/her designee.
 - B. Credit arrangements may be granted for a period not to exceed 60 days upon satisfactory completion of a standardized credit application form.
 - C. Within the 60 day time period, flexibility will be provided to allow for a payment schedule convenient to the employee.
 - D. Employees seeking to defer payment for services received will be required to authorize the College to obtain payment from the employee's paycheck, should the employee fail to comply with the terms of the repayment agreement.
 - E. Payroll deduction will be utilized in the event the employee fails to pay in accordance with the terms of the agreement.
 - F. Should it become necessary to employ the services of a collection agency, all collection costs will be added to the outstanding obligation.