

POLICIES AND PROCEDURES

SECTION TITLE: PERSONNEL	SECTION REFERENCE: PL
POLICY TITLE: STAFF ADVANCES	POLICY NUMBER: PL - 004

POLICY STATEMENT:

Recognising that the majority of its employees are students, and further recognising a desire to aid its staff in exceptional circumstance, the following Staff Advances procedure was established by the Executive Director.

PURPOSE: To establish a procedure for approving staff advance requests.

PROCEDURES:

1. Once during the period 1 September to 30 April and once during the period 1 May to 31 August, active part-time staff may apply for a wage advance.
2. The employee must be in good standing, owing no sums to the York University Student Centre. The employees will have no garnishment orders currently being executed by the YUSC.
3. The employee may apply only in exceptional circumstances, which shall be made known to the YUSC on the application form.
4. The amount for which an employee is eligible for an advance will be based on the following:
 - i. number and hours of recent work schedules
 - ii. number and hours of projected work schedules
 - iii. any employee history reflecting on ability to repay previous advances
 - iv. YUSC financial position at the time of request
5. Applications shall be submitted directly to the manager with jurisdiction over the employee.
6. In consideration of the advance, the employee shall be required to sign an agreement authorizing the YUSC to deduct reasonable amounts from future pay cheques to repay the advance. The advance must be repaid within four pay periods.

APPENDIX

YORK UNIVERSITY STUDENT CENTRE

WAGE ADVANCE APP'ICATION

1.0 WAGE ADVANCE REQUEST

Employee : _____

Employee #: _____

Department: _____

Amount Requested: _____

Employee signature _____

Date: _____

2.0 PAYROLL DEDUCTION AUTHORIZATION

In consideration of receiving an advance against my wages, I authorize York University Student Centre Incorporated to deduct 25% of the above requested advance in each of the four (4) pay cheques immediately following the date of the advance.

Employee signature: _____

3.0 DEPARMENTAL INFORMATION (TO BE COMPLETED BY DEPT. MANAGER)

Date of last advance: _____

Average of 4 pay preceding pay cheques: \$ _____

Previous history: _____

I recommend a pay advance of \$ _____

Manager's Signature: _____

4.0 EXECUTIVE DIRECTOR'S APPROVAL

Based on the above information, and in accordance with *Procedure PL-004*, I approve/disapprove a pay advance of \$ _____

Executive Director's Signature: _____

Contact Person (title):	Executive Director
Cross-Manual Reference:	
Monitoring Tools:	Board Minutes
Relevant Forms:	N/A

ED Approval Date:	September 3, 1993
Review Dates:	
Revised Date(s):	May 19, 2006 Administrative Changes : SCC to YUSC and GM to ED