

POLICIES AND PROCEDURES

SECTION TITLE: PERSONNEL	SECTION REFERENCE: PL
POLICY TITLE: STAFF ADVANCES	POLICY NUMBER: PL – 004-1

POLICY STATEMENT:

Salaried employees are allowed to apply to the Executive Director for a salary advance which shall not exceed the value of one pay period.

PURPOSE: To establish a procedure for approving salaried employee advance requests.

PROCEDURES:

1. Twice per calendar year, salaried employees may apply for an 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 amount for which an employee is eligible for an advance will be based on the following:
 - i. Salary level
 - ii. any employee history reflecting on ability to repay previous advances
 - iii. YUSC financial position at the time of request
4. Applications shall be submitted directly to the manager with jurisdiction over the employee. All manager applications shall be submitted to the Executive Director.
5. 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 five pay periods.

APPENDIX

YORK UNIVERSITY STUDENT CENTRE

SALARY ADVANCE APPLICATION

1.0 SALARY 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 20% of the above requested advance in each of the five (5) pay cheques immediately following the date of the advance.

Employee signature: _____

3.0 DEPARTMENTAL INFORMATION (BY DEPT. MANAGER WHERE APPLICABLE)

Date of last advance: _____

Biweekly Salary: \$ _____

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-004-1*, I approve/disapprove a pay advance of \$ _____

Executive Director's Signature: _____

Contact Person (title):	Executive Director
Cross-Manual Reference:	
Monitoring Tools:	Employee Payroll Records
Relevant Forms:	Salary Advance Application

ED Approval Date:	5 APRIL 07
Review Dates:	
Revised Date(s):	