

## SALARY ADVANCES

### Scope:

This policy applies to all benefited employees.

### Policy:

The College recognizes that employees may have a “**rare or extraordinary need**” to request a salary advance for personal reasons.

The College will consider salary advances within the following limitations:

1. The employee is not a member of President’s Council.
2. The employee is not on unpaid leave or who has applied for and/or been approved for upcoming unpaid leave.
3. (Redundant))
4. Only one salary advance per fiscal year will be granted (July 1 – June 30).
5. Salary advances may not exceed 50% of the net amount of base earnings in the employee’s next paycheck. Non-Exempt employee salary advances shall be limited to calculations based on the employee’s regular schedule (will not include overtime, comp time or additional hours).
6. Salary advances require repayment to the college. The minimum repayment is \$50 per pay period and must be repaid in full prior to the start of unpaid leave or last day of employment at the college.

Except as outlined above, the College will not make loans to employees.

### Procedure:

1. Employees requesting consideration of a salary advancement will provide a written statement to the Associate Vice President Human Resources that describes their “**rare and extraordinary need.**” If the request meets the “**rare and extraordinary**” qualification, the request will be forwarded to the Vice-President of Financial and Administrative Services for additional consideration. Approval of a salary advance must be approved by both the Associate Vice President of Human Resources and the Vice President of Financial Services. If the request is approved, the employee will be required to sign a promissory note with the college before funds will be disbursed.
2. The salary advance must be repaid within a 6-month period.  
Examples of rare or extraordinary need are:
  - Unexpected Family Health Crisis (not covered by insurance)
  - Damage to property from natural disaster, flood, fire or other accidents (not covered by insurance)
  - Unexpected repair to personal transportation vehicle (not covered by insurance)
  - Expenses as the result of the death of an immediate family member

Reference: FIS: 805 Salary Advances

For more information contact: Associate Vice President Human Resources, 7724.