

CHAVEZ HUIERTA

K-12 PREPARATORY ACADEMY

Book	CHPA Board Policy Manual
Section	Chapter 4 Business and Fiscal Affairs
Title	BP 4180 Employee Payroll Advance
Number	BP 4180
Status	Active
Legal	CHPA Board of Directors
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A payroll advance may be granted with approval from the Executive Director to any regular employee when circumstances defined as unforeseen, unplanned and unavoidable require a staff member to secure funds on short notice and the employee has exhausted all other reasonable sources of financial relief.

- An employee may receive no more than one pay advance in a contract period.
- The amount requested for an advance cannot exceed 1/2 of the employee's normal gross base pay for one pay period or \$500.00, whichever is greater unless exempted by the Executive Director. The minimum request is \$100.00.
- Repayment must be made through payroll deduction.
- An employee who receives an advance will be required to sign a Payroll Advance Agreement.
- The advance pay must be paid in full within 90-days of the advance.

If employment terminates for any reason prior to repayment of the advance, the advance balance due at the time of termination will be deducted from the employee's final paycheck. If the funds are not enough to satisfy the debt the employee will be required to make personal payment in full for the balance, or sign a promissory note for the balance. Legal action will be pursued if necessary to collect any outstanding balance.

Last Revised September 30, 2016

See Administrative Procedure 4180.