

LAKE SUPERIOR STATE UNIVERSITY PROCEDURES MANUAL

Administrative Policy

Section: Business Operations

Section Number: 3.7.19

Subject: Delinquent Employee Accounts Policy

Date of Present Issue:
6/25/2025

Date of Previous Issues:
01/19

Policy Statement:

Employees are expected to be prompt in the payment of their personal debts owed to the University for any University good(s) and services(s) purchased by the employee. Policy 3.7.1 Credit and Collections Policy authorizes the withholding of services and/or extension of credit to persons with delinquent accounts.

Scope:

This policy applies to all full-time and part-time LSSU employees.

Definitions:

- Delinquent accounts are all obligations not paid by the due date designated on the first statement.

Procedures:

1. The University department responsible for the sale of good(s) and/or services(s) sends monthly statements to employees with an unpaid balance.
2. All obligations not paid by the due date designated on the first statement will be considered delinquent.
3. Delinquent accounts of more than 120 days are sent to the Business Operations department for collection.
4. CURTAILMENT OF SERVICES
 - Employees with accounts delinquent by 120 days or more will have the following services restricted as follows:

Service	Curtailment
Travel & Travel Advances	Denied entirely
Bookstore	Cash only
Auxiliary Services	Cash only
Banquets and Catering	Cash only
Food Services	Cash only
Printing Services	Cash only
Audio Visual	Cash only
Health Center	Cash only

5. Non-payroll reimbursement due to the employee may be applied to the outstanding balance.
6. In addition to the above, employees with delinquent parking citations will have their campus vehicle registration privileges revoked (including any current vehicle registrations).

Responsibilities:

- All LSSU Employees have a responsibility to make sure their contact information is up to date at all times, as well as checking email on a regular basis.
- University departments providing sales of goods and/or services are responsible for monthly statements of any unpaid balances.
- Business Operations pursues all collection action on accounts 120 days plus (once assigned).

Review Cycle:

This policy will be reviewed annually, or when otherwise deemed necessary by Business Operations to ensure its effectiveness and compliance to federal and state laws, university requirements, etc.