



The College at Brockport

Category:

Office of Human Resources

Responsible Office:

Payroll

Policy Title:

Payroll Deduction for Collection of Parking Fines

Policy:

Parking fines imposed upon employees of The College at Brockport, and not paid, may be deducted from the salary and wages of the offending employee.

Section 360 of the NYS Education Law authorizes the State University of New York Board of Trustees to promulgate parking regulations, including the assessment of fines for violation thereof. This legislation permits the deduction of such unpaid fines from the salary and wages of an employee.

Procedure:

Prior to resorting to the payroll deduction process for the collection of parking fines, several efforts are made to encourage an employee to make payment voluntarily. This collection effort includes the parking ticket, and a letter from the Parking Office.

When the above efforts have failed to result in payment of outstanding fines, such fines may be deducted from the employee's wages. The deduction may be made based on the following guidelines:

1. When the employee accumulates \$25.00 or more in unpaid fines;
2. When the employee leaves state service.

Reference(s):

Section 360 of the New York State Education Law
The Trustees' Regulation, found in 8 NYCRR Part 560