

ACKNOWLEDGMENT AND AUTHORIZATION FOR PAYROLL DEDUCTION

I authorize the Kansas-Nebraska Conference of Seventh-day Adventists (“Conference”) to deduct from any paychecks and/or electronic deposits due to me (including, but not limited to, paychecks or electronic deposits for wages, vacation, or other benefits) the full amount of:

1. Any wages, vacation, sick leave, or similar benefits advanced by the Conference or overpaid in any paycheck or electronic deposit;
2. Any outstanding personal charges, expenses (such as rental or utility), or loans that I have authorized from the Conference;
3. Any overpayment of any allowances, including, but not limited to, travel, moving, continuing education, tuition assistance, medical, or insurance contributions;
4. Any repair or replacement for Conference property such as school equipment, documents, reports and other items for which I am responsible or which are entrusted to me that are damaged, destroyed or lost as a result of my neglect or intentional conduct;
5. Any funds advanced or any unamortized expenses paid by the Conference for my relocation that are due to the Conference as the result of my inability to perform my duties for the Conference or my ceasing employment (through resignation or any other reason) prior to the expiration of the school year; and

The Conference will notify me of the amount of any deduction. At no time will deductions from my paychecks or electronic deposits result in compensation for less than the minimum wage for all hours I worked during a work week. All deductions will comply with applicable federal and state laws, regulations, and local ordinances.

If the amounts deducted from paychecks or electronic deposits during my Conference employment do not satisfy my repayment obligations to the Conference, I authorize the Conference to deduct the full amount due from any funds payable to me upon cessation of my employment for any reason. If these deductions are insufficient, I agree to pay all outstanding amounts promptly upon request by the Conference.

This authorization will remain valid until a written revocation is delivered to the Treasury Department of the Conference and the Conference has sufficient time to act upon the revocation.

Employee Signature

Date

Print Employee Name