



WAGE DEDUCTION AUTHORIZATION AGREEMENT

I understand and agree that my employer, Concordia University Texas (CTX), may deduct money from my pay from time to time for reasons that fall into the following categories:

1. my share of the premiums for the CTX group medical/dental/vision/benefit plan;
2. contributions I may make into a retirement plan sponsored, controlled, or managed by CTX;
3. installment payments on loans, cash advances for travel or wage advances given to me by CTX, and if there is a balance remaining when I leave CTX, the balance of such loans or advances;
4. if I receive an overpayment of wages for any reason, repayment to CTX of such overpayments (the deduction for such a repayment will equal the entire amount of the overpayment, unless CTX and I agree in writing to a series of smaller deductions in specified amounts, until the overpaid amount has been fully repaid);
5. installment payments for non-business related expenses using my employee charge account or credit card, an account or credit card assigned to another employee, or a general company account or credit card, regardless of whether such purchase was authorized, and if there is a balance remaining when I leave CTX, the balance of such charges;
6. the cost of repairing or replacing any CTX supplies, materials, equipment, money, or other property that I may damage (other than normal wear and tear), or lose, during my employment (except in the case of misappropriation of money by me, I understand that no such deduction will take my pay below minimum wage, or, if I am a salaried exempt employee, reduce my salary below its predetermined amount);
7. administrative fees in connection with court-ordered garnishments or legally-required wage attachments of my pay, limited in extent to the amount or amounts allowed under applicable laws;
8. if I take paid vacation or sick leave in advance of the date I would normally be entitled to it and I separate from CTX before accruing time to cover such advance leave, the value of such leave taken in advance that is not so covered;
9. the value of any time off for absences to which paid leave is not applied (except in the case of those who are paid a fixed salary for fluctuating workweeks, non-exempt salaried employees will have all such unpaid leave deducted from their salary, while exempt salaried employees will experience salary reductions only in units of a full day or week at a time, depending upon the exact nature of the absence, unless partial-day deductions are specifically allowed under federal law); and
10. if my employer pays any insurance premiums or retirement system contributions ("payments") on my behalf that I would normally make under the applicable CTX benefit plan, the amount of such payments made by CTX, such payments being an advance of future wages payable to me.

I agree that CTX may deduct money from my pay under the above circumstances, or if any of the above situations occur. I further understand that CTX has stated its intention to abide by all applicable federal and Texas wage and hour laws and that if I believe that any such law has not been followed, I have the right to file a wage claim with appropriate Texas and federal agencies.

Signature of Employee

Date

Employee's Name – Printed

Company Representative

Date