

Title: Check Cashing Privileges for Employees

Initial Action: 12/11/97
Board Resolution: 17-061, 97-129
Last Revised:
Policy: 12/07/2017
Procedure: 09/06/2017
Last Reviewed: 12/14/2022
Effective: 12/14/2022
Next Review: 12/14/2025
Responsibility: Finance and Administration

Policy:

Cecil College offers check cashing privileges to employees (excluding work-study students) as a convenience. The Vice President of Finance has the authority to suspend this privilege to employees who write checks returned for non-payment.

Procedure:

1. Cecil College employees may cash personal checks, if funds are available, at the Cashier's Office in North East.
2. If a check is returned to the college for non-payment, Accounts Receivable will notify the employee in writing.
3. Within two weeks of the date of the written notice from the Accounts Receivable, the employee shall reimburse the college with cash, money order, or certified check.
4. If the employee fails to reimburse the college within the two week grace period, the Accounts Receivable will notify payroll and the amount will be deducted from the employee's paycheck.
5. Check cashing privileges may be suspended upon receipt of the third check returned for non-payment or for failure to reimburse the college within the two week grace period. Accounts Receivable shall notify the Vice President of Finance in writing of dates and amounts of the returned checks by the employee.
6. The Vice President of Finance will notify the employee in writing when check cashing privileges have been suspended. A copy of the notice of suspension will be placed in the individual's personnel file as well as in Accounts Receivable.