

WAGE DEDUCTION AUTHORIZATION AGREEMENT

I understand and agree that my employer 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 company's group medical/dental plan;
2. any contributions I may make into a retirement or pension plan sponsored, controlled, or managed by the company;
3. installment payments on loans or wage advances given to me by the company, and if there is a balance remaining when I leave the company, the balance of such loans or advances;
4. installment payments on loans based upon store credit that I use for my own personal purchases, including the value of merchandise or services that I purchase or have purchased for personal, non-business reasons 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 the company, the balance of such store credit or charges;
5. if I receive an overpayment of wages for any reason, repayment to the company of such overpayments (the deduction for such a repayment will equal the entire amount of the overpayment, unless the company and I agree in writing to a series of smaller deductions in specified amounts);
6. the cost of personal long-distance calls I may make on the company owned phones or on accounts, of personal faxes sent by me using the company owned equipment or its accounts, or of non-work related access to the Internet or other computer networks by me using the company owned equipment or its accounts;
7. the cost of repairing or replacing any of the company's supplies, materials, equipment, money, or other property that I may damage (other than normal wear and tear), lose, fail to return, or take without appropriate authorization from the company 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 the federal FLSA minimum salary-basis amount);
8. the cost of any clothing required in my employment with the company, and of cleaning such uniforms (the company will deduct only the actual price it pays for uniforms and cleaning costs);
9. the reasonable cost or fair value, whichever is less, of meals, lodging, and other facilities furnished to me by the company in connection with my employment;
10. 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;
11. if I take paid vacation or sick leave in advance of the date I would normally be entitled to it and I separate from the company before accruing time to cover such advance leave, the value of such leave taken in advance that is not so covered;

12. the value of any time off for absences to which paid leave is not applied (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
13. if the company pays any insurance premiums or retirement system contributions (“payments”) on my behalf that I would normally make under any applicable benefit plan offered by the company during my employment, the amount of such payments made by the company, such payments being an advance of future wages payable to me;

I agree that the company may deduct money from my pay under the above circumstances, or if any of the above situations occur. I further understand that the company has stated its intention to abide by all applicable federal and state 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 state and federal agencies.