

Pre-Employment Costs Repayment Policy

Purpose

The purpose of this policy is to outline the repayment process for pre-employment costs incurred by new hires during their onboarding process.

Scope

This policy applies to all new employees hired by the organization.

Pre-Employment Costs Covered

The following pre-employment costs are covered by this policy:

1. **Fingerprinting:** The cost associated with obtaining fingerprints for background checks.
2. **Health Screening and TB Testing:** The cost of health screenings and tuberculosis (TB) tests required for employment.

Repayment Conditions

1. New hires are required to sign an agreement acknowledging their understanding of this policy during the onboarding process.
2. If an employee voluntarily resigns or is terminated for cause (e.g., performance issues, policy violations) before completing the 90-day probationary period, they are responsible for repaying the pre-employment costs.
3. Repayment will be deducted from the employee's final paycheck.

Repayment Amounts

1. **Fingerprinting:** \$86
2. **Health Screening and TB Testing:** \$230

Repayment Process

1. HR will calculate the total pre-employment costs incurred by the employee.
2. The employee will receive written notification of the repayment amount.
3. Repayment will be deducted from the employee's last paycheck.
4. If the final paycheck is insufficient to cover the full amount, the remaining balance will be collected through other means (e.g., payment plan).

Exceptions

Exceptions to this policy may be considered on a case-by-case basis, such as medical emergencies or extenuating circumstances. Employees should discuss such situations with HR.

Sign Here _____

Date _____