WAGE DEDUCTION AUTHORIZATION AGREEMENT

(Texas Payday Law Rule 821.28(b)

I understand and agree that my employer, **Smith Early Care and Education** 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;
- 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);
- the cost of repairing or replacing any Company 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;
- 7. the cost of Company uniforms and of cleaning the uniforms (the Company will deduct only the actual price it pays for uniforms and cleaning costs) if not returned;
- 8. 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;
- 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
- 10. payment for adult education and credentials that can be used in other employment opportunities. The company has a right to deduct the cost of the Child Development Associate Credential class (\$350), the cost of the application to the Council for Professional Recognition (\$425), and the cost of The Essentials Text book (\$49).
- 11. the company has the right to deduct the cost of certifications that can be used in other employment opportunities. The company has the right to deduct the cost of CPR and First Aid training and renewal (\$30) as well as the cost of TB testing (\$20, if applicable). The cost of the FBI fingerprinting may also be deducted (\$40.64).
- 12. the company has the right to deduct tuition for care of the employee's child per the company tuition agreement signed by the employee. Weekly tuition amounts are outlined on the tuition agreement and agreed upon by the employee. (see attached)

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 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