

## PROPERTY AND WAGE DEDUCTION AGREEMENT

I agree that upon demand I will satisfy all my debts to Schuman's Cleaning Service ("the Company") which are due, and owing at the time demand is made. I understand that this Agreement encompasses any and all debts, including but not limited to, those representing any amounts which may be due the company as a result of any loans, advances, commissions or otherwise, made to me by the Company, any overpayment of wages or any other amounts which I may lawfully owe the company, any compensation paid to me for unearned vacation time which I took but had not accrued, any travel and company business advances made to me by the company (to the extent that they exceed amounts that I expend for business travel and other purposes), reimbursement for tuition expenses paid by the company (if any) should I fail to comply with the company's educational assistance guidelines, or losses to the property and/or equipment due to employee negligence.

I understand that I may be given equipment and/or property for use in my job, (i.e. computer, printer, fax machine, cell phone, Company keys and Employee Handbook) and such property are to be used for the purpose of conducting business for the Company, and remains the exclusive property of the Company. Further, I understand that the company reserves the right to change the terms of and/or revoke my use of any of its property. I agree to return all such property to the company within 24 hours of the end of my employment, or whenever requested and that I must compensate for the full value, as determined by the company, to replace or repair any property that is damaged or not returned.

In the event that I fail to pay any sums which I owe, including but not limited to those listed above, I authorize the Company to deduct the applicable sums from any monies, including wages, bonus, commissions, severance pay, or salary due to me from the company. I understand and agree that this Agreement is an express writing by me authorizing a deduction from my wages, as permitted under State Law. The authorization for these deductions does not waive or limit the company's rights to any other remedy it may have by law for payment or collection and the company shall be entitled to reasonable attorneys' fees and costs expended in order to obtain payment or collection.

I CONFIRM THAT I UNDERSTAND AND AGREE TO THE TERMS OF THIS AGREEMENT, INCLUDING THE PAY DEDUCTIONS STATED HEREIN.

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\_\_\_\_\_  
Signature

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\_\_\_\_\_  
Employee Name (Please Print)

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\_\_\_\_\_  
Date

**Please return to the HR Coordinator within 7 days.**