

## **I. WAGE OVERPAYMENT / UNDERPAYMENT POLICY**

Momentum Search Partners takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled paydays.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Operations Manager so that corrections can be made as quickly as possible. If the employee has been underpaid, Momentum Search Partners will pay the employee the difference as soon as possible. If the employee has been paid in excess of what he or she has earned, the employee will need to return the overpayment to Momentum Search Partners as soon as possible. No employee is entitled to retain any pay in excess of the amount he or she has earned according to the agreed-upon rate of pay. If a wage overpayment occurs, the overpayment will be regarded as an advance of future wages payable and will be deducted in whole or in part from the next available paycheck(s) until the overpaid amount has been fully repaid. Each employee will be expected to sign the following wage deduction authorization agreement authorizing such a deduction.

We ask that employees realize that pay errors are not intentional and that employees be understanding if such an event occurs.

## II. WAGE DEDUCTION AUTHORIZATION AGREEMENT

I understand and agree that my employer, Momentum Search Partners, may deduct money from my pay from time to time for reasons that fall into the following categories:

1. installment payments on loans or wage advances given to me by Momentum Search Partners, and if there is a balance remaining when I leave Momentum Search Partners, the balance of such loans or advances;
2. 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 a Company account or credit card, regardless of whether such purchase was authorized, and if there is a balance remaining when I leave Momentum Search Partners, the balance of such store credit or charges;
3. if I receive an overpayment of wages for any reason, repayment to Momentum Search Partners of such overpayments (the deduction for such a repayment will equal the entire amount of the overpayment, unless Momentum Search Partners and I agree in writing to a series of smaller deductions in specified amounts);
4. the cost to Momentum Search Partners or any of its clients for personal long-distance calls I may make, or messages I may send, using Company phones (land lines or cell phones) or Company accounts, of personal faxes sent by me using Company equipment or Company accounts, or of non-work related access to the Internet or other computer networks by me using Company equipment or Company accounts;
5. 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 Momentum Search Partners or any of its clients 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);
6. 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;

I agree that Momentum Search Partners may deduct money from my pay under the above circumstances, or if any of the above situations occur.

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Signature of Employee

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Date

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Employee's Name - Printed