

INSUFFICIENT OR EXCESS SALARY PAYMENTS

1. Any excess payment of salary made to an employee shall be reimbursed to the District within thirty days of receipt of notice of such overpayment by the employee.
2. Reimbursement of salary overpayments shall be limited to three years preceding the current year of employment.
3. Proper salary placement is a joint responsibility of the employee and the District. All employees are to review their salary placement at least annually and are to immediately contact District Human Resources if they believe that they are improperly placed on the salary schedule.
4. Any payroll error resulting in insufficient payment for an employee shall be corrected, and a special payroll check issued no later than five (5) working days after District Human Resources has received both a written request from the employee and verification of the error. Otherwise, the supplemental amount will be included in the next regular paycheck following verification of the error.
5. If the District overpays an employee, the employee shall upon realizing the fact or upon notification from the District, repay the full amount of such overpayment.
 - a. If the overpayment is \$100 or less, the employee shall have the overpayment deducted in the next paycheck.
 - b. If the overpayment exceeds \$100, the repayment schedule shall be equal to the number of months the employee was overpaid.
 - c. Employees who leave the District or go on unpaid leaves prior to complete repayment shall have the remainder of the overpayment deducted from their final check. If the final check is insufficient to cover the amount owed, the employee will submit the necessary funds to the District within thirty (30) calendar days.

United Faculty Agreement, Article 20
Public Employees, Local 1, Article 20