

NON-INSTRUCTIONAL SERVICES: FISCAL SERVICES

COMPENSATION: SALARY ERROR

1. WHEN AN OVERPAYMENT OCCURS, A REPAYMENT SCHEDULE WILL BE DEVELOPED WITH THE EMPLOYEE. UNLESS A SEPARATION FROM EMPLOYMENT IS ANTICIPATED, THE EMPLOYEE MUST BE PAID AT THE CORRECT RATE OF PAY FOR TWO (2) PAY PERIODS BEFORE REPAYMENT DEDUCTIONS BEGIN. HOWEVER, AT THE EMPLOYEE'S REQUEST, REPAYMENT DEDUCTIONS MAY BEGIN IMMEDIATELY.
2. WHEN AN EMPLOYEE HAS BEEN UNDERPAID, THE EMPLOYEE WILL BE PAID IN ACCORDANCE WITH PAYROLL PROCEDURES.

Rule
Adopted: 07/11/06

Superintendent of Schools