

Business and Operations

SALARY UNDERPAYMENT/OVERPAYMENT

SR 3401.10

Purpose:To ensure accuracy in the maintenance of payroll data and records.

Timeline:When an error is discovered, is shall be corrected as soon as possible.

The County Superintendent believes that adequate funding and appropriate fiscal planning and management provide the foundational support for the County Offices educational programs. To that end, every effort is made to ensure accuracy in the maintenance of financial data and records. It is recognized, however, that an occasional error may occur in the system.

When an error is discovered, particularly a payroll error, it shall be corrected as soon as possible. Employees are responsible for informing the Human Resources Division of any salary irregularity immediately upon discovery. A salary error in the form of an underpayment or overpayment shall be handled in accordance with the procedures outlined below.

Salary Underpayment

Any payroll error resulting in insufficient payment for an employee shall be corrected and a supplemental pay warrant issued in the amount of the underpayment within five (5) workdays following verification of the error. The Business Services Division shall notify the affected employee in writing indicating the amount of the underpayment and reason for it.

Salary Overpayment

In the event of an overpayment, the Business Services Division shall compute the amount of the overpayment and notify the affected employee or former employee in writing (Exhibit 3401.00o. through r.). The notification shall indicate the following:

- amount of the overpayment
- reason for the overpayment
- referral to the Business Services Division manager to arrange a repayment schedule
- length of time of overpayment

The Business Services Division or Human Resources Division shall attempt to establish a written consent agreement or Memorandum of Understanding (MOU) with the employee relating to a repayment schedule, which shall include the items listed above. Upon receipt of the MOU, the Business Services Division shall either begin payroll withholdings or in the case of a former employee, send regular billings.

If the employee refuses to consent to a repayment schedule, the employee will be informed that legal action may be taken. Legal action may also be taken if the employee fails to make payments or abide by the terms of the MOU. The Human

Resources Division shall be responsible for pursuing legal action.

MENDOCINO COUNTY OFFICE OF EDUCATION

Date Adopted: 03/01/2003

Date Revised: