

6.25 WAGE OVERPAYMENT / UNDERPAYMENT POLICY

The County 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 event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Department Payroll Manager or Payroll Division so that corrections can be made as quickly as possible. If the employee has been underpaid, the County 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 the County 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 may be deducted in whole or in part from the next available paycheck(s) until the overpaid amount has been fully repaid. Failure to reach an agreement on repayment to the County does not prohibit the County from seeking further legal remedies.