

Discussion and possible action to amend the Personnel Policy, section 6.25 Wage Overpayment / Underpayment Policy and any other matters incident thereto.

Issue: Legal is recommending policy for wage overpayment/underpayment in an effort to address to ensure that employees receive the correct amount of compensation.

Solution: Approval of this policy will define steps to address issues of overpayment and underpayment of County employee's compensation.

Result: County staff will have direction in addressing overpayment/underpayment issues.

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 paid in excess of what he or she has earned, the employee will need to return the overpayment to the County. 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 from the next available paycheck. Failure to reach an agreement on repayment to the County does not prohibit the County from seeking further legal remedies.