

## 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 schedule paydays.

- In the event that an employee is **under-paid**, the employee shall promptly bring the discrepancy to the Department Payroll Manager or Payroll Division, so that corrections can be made as quickly as possible.
- In the event that an employee is **over-paid**, the overpayment will be regarded as an advance of future wages payable and will be deducted from the next available paycheck or paychecks.

The amount deducted shall never exceed 25% of the net proceeds funds earned of any one paycheck, but this limitation does not apply to any final payment ie: (Termination, Buy Out, Retirement, etc.)

Any employee who has been over-paid shall have the option to use Annual Leave (in whole days only) in combination with or without deductions as re-payment.



*Webb County*  
*Human Resources Department*

**Overpayment Reimbursement Form**

Name:	_____	Department	_____
Employee ID:	_____	Job Title:	_____
Address	_____	Home Phone	_____
City, ST Zip	_____	Cell Phone	_____

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. The amount deducted shall never exceed 25% of the net proceeds funds earned of any one paycheck, but this limitation does not apply to any final payment ie: (Termination, Buy Out, Retirement, etc.) Any employee who has been over-paid shall have the option to use Annual Leave (in whole days only) in combination with or without deductions as re-payment. Failure to reach an agreement on repayment to the County does not prohibit the County from seeking further legal remedies.

I understand this policy and agree to its terms. I acknowledge that any wage overpayment constitutes an advance of future wages payable to me, and I give permission to the County to deduct any wage overpayments in full from the next subsequent paycheck.

I understand and agree that if I should resign, retire, or be terminated (collectively referred to as "separation") during the repayment of my overpayment the entire amount may be deducted all at once from any money that is due to me at the time of separation.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date