

Section: 2000 - Faculty and Staff

Title : Paycheck Errors

Number: 2150

Status: Active

Adopted: August, 2013

PAYCHECK ERRORS

Underpayments: In the event of an error resulting in an underpayment to an employee, the employee will be properly compensated on or before the next scheduled pay date.

Overpayments and deduction adjustments of \$50.00 or less: If an employee has been mistakenly overpaid or deductions under-withheld by \$50.00 or less, an adjustment will be made on the next scheduled pay date. The Company will notify the employee no later than five calendar days before the adjustment is made.

Overpayments and deduction adjustments greater than \$50.00: Thomas Jefferson Classical Academy - A Challenge Foundation Academy, Inc. may collect overpayments not to exceed one (1) year in duration from the date a notification of overpayment is mailed to the affected employee.

The Company will notify the affected employee via a "Payroll Adjustment Form" if an overpayment or under-withheld deduction of over \$50.00 has occurred. The form will contain two payback options for the employee's consideration. If the employee finds one of the options acceptable, he/she will check the box on the form and return it to the Company within five business days. If the employee does not find either option acceptable, he/she will check the appropriate box on the form requesting a meeting with the Headmaster within five business days.