

PAY ADJUSTMENTS

When the District makes an accounting error that results in the underpayment or overpayment of an employee, and the employee did not cause such error, the District shall adjust the overpayment or underpayment. Back pay periods for which such adjustment is made shall not go back more than 12 months prior to the date of discovery of the error. If the employee was underpaid, the adjustment will be made in the next paycheck of the employee. If the employee was overpaid, the adjustment will be prorated over the balance of the pay periods remaining in the school year for such employee, but shall be fully adjusted by the last paycheck received by such employee. Adjustment over a longer period of time may be at the discretion of the superintendent in the event of substantial hardship to the employee.

Adopted: May 15, 1989

Revised: July 14, 2000
December 9, 1999