

4148 Salary Overpayment / Underpayment

If an employee receives an overpayment or underpayment of ~~his or her~~ **their** authorized salary, the error must be corrected regardless of when it occurred.

The employee affected will be given the opportunity to devise and recommend a reasonable schedule to repay money received, or to receive money due said employee. In the event that the individual leaves the district's employment, a lump sum of the remaining amount owed or due will be paid at that time.

An employee who resigns an extra-duty contract for which unearned money has been paid must make restitution prior to the end ~~of his or her~~ **their** ~~current teaching contract~~ **employment**.

ADOPTION DATE:

January 28, 1986; Reviewed May 22, 1995; Reviewed May 23, 2006; Reviewed April 14, 2015; **Revised October 25, 2022.**

LEGAL REFERENCE(S):

CROSS REFERENCE(S):

ADMINISTRATIVE REGULATION: