



HUMAN RESOURCES MANAGEMENT 5 – Recovery of Overpayment to Employees

Date: March 14, 2002

Responsible Administrator: Associate Superintendent; Human Resources

1.0 RATIONALE

- 1.1. At times, an employee may be inadvertently overpaid for a period of one or more months.

2.0 PROCESS

- 2.1 The overpayment recovery should occur over the same period of time as the original overpayment occurred.
- 2.2 For example, if an employee was overpaid \$300 a month for three (3) months, the overpayment recovery would be \$900 in total. Rather than deduct the total \$900 from the next paycheque, the recovery should be \$300 a month over the next three (3) months; i.e. at the same rate as the overpayment occurred.
- 2.3 If an employee is repaying an overpayment and their contract ends, the recovery will be deducted from their last paycheque.
- 2.4 An employee has the option to repay any overpayment at a faster rate if so desired.

References: *Board Policy: D/I/17*