

### SALARY OVERPAYMENT/UNDERPAYMENT

If an employee receives an overpayment or underpayment of his or her 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 current teaching contract.

Adopted: 03/12/07  
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