

## EMPLOYEE RECEIVABLES

Employee receivables are the result of overpayments caused by errors in payroll reporting or changes made without notification to the college or District Payroll Office.

If the District overpays the employee, the employee shall, upon realizing the fact or upon notification from the District, repay the full amount of such overpayment. If the overpayment is \$100 or less, the employee shall have the overpayment deducted in the next paycheck. For overpayments exceeding \$100, the repayment schedule shall be spread over the remaining months of the semester, with even amounts deducted in each month, or the schedule shall be equal to the number of months the employee was overpaid, whichever the employee prefers.

For example, an employee who was overpaid a total of \$300 over a period of three months shall have \$100 deducted for the three months. Employees who leave the District or go on unpaid leaves prior to complete repayment shall have the remainder of the overpayment deducted from their final check. If the final check is insufficient to cover the amount owed, the employee will submit the necessary funds to the District within 30 calendar days.

When different, the applicable union contracts and/or personnel manuals will supersede this procedure.