

SUBJECT: UNDERPAYMENTS AND OVERPAYMENTS OF WAGES TO CITY EMPLOYEES

Purpose: To establish a procedure to correct the underpayment and overpayment of wages to City employees.

Policy: The City will correct all underpayments and overpayments of wages to City employees.

Procedure: An underpayment to a City employee for missed regular wages will be paid with a supplemental check as soon as an authorized request for payment is received from the agency by the central payroll unit of the Finance Department. Payment for authorized leave will be considered regular wages.

An underpayment for missed premium pay, such as overtime, shift differentials, etc., will be paid on the next regular payroll check unless the underpayment is overtime that exceeds 5 hours, was the result of an error made by the employer and the employee makes a request for payment. Payment for missed overtime exceeding 5 hours will be made with a supplemental check as soon as an authorized request for payment is received from the agency by the central payroll unit of the Finance Department.

An overpayment to a City employee will be recouped with deductions from future payroll checks. The deductions will be taken over the same number of payroll checks that included the overpayment, and the City will notify the employee prior to making the deductions. Consistent with past practice, employees can contact Human Resources or Central Payroll to discuss the deductions. In the event the employee terminates prior to the recouping the entire overpayment, the remainder will be subtracted from wages due.

Employees terminating City employment shall reimburse the City for any unearned vacation leave taken with the overpayment subtracted from wages due.

Authority: The Finance Director will interpret and maintain this APM.



Paul R. Soglin
Mayor

APM No. 2-48
March 12, 2014