

SOLANO COMMUNITY COLLEGE DISTRICT

SALARY ERRORS

4170

POLICY: Any payroll error resulting in insufficient payment for an employee shall be corrected. If underpayment occurs, a supplemental check shall be issued within five (5) working days of notification. Should an overpayment occur, the District is required to recover the full amount of such overpayment in a timely manner.

REFERENCES/

AUTHORITY: California Education Code, Section 88166

SLD/zg

BP 4170

ADOPTED: May 19, 1982

REVISED: February 18, 1987

January 21, 2004