

Payroll Correction Policy (to be introduced March 5, 2020 and ratified April 2, 2020)

Employees whose compensation is determined by i) years of experience; ii) paygrade placement iii) paygrade changes; and or iv) supplementary pay, have a duty to verify that their beginning compensation package is accurate. In the event that an employee determines that an error has occurred, the error must be reported within the employee's probationary employment period or no more than 90 days from the date of receipt of written notice that the employee's i) years of experience; ii) paygrade placement iii) paygrade changes; and or iv) supplementary pay, criteria have been verified, whichever is greater. The report shall be made in writing to the Human Resources Coordinator and shall specify the error and include reasonable proof of the error. The correction will only be calculated and retroactive from the first day of the employee's contract for the current contract year, and the employee's status will then be corrected. Any calculations and corrections will not be retroactive to prior contract years.