

 CORPORATE SERVICES POLICIES	Section #	Policy # FIN-PAY-1
	Approval Date: June 24, 2020	Revision Date: June 2020
Title:	OVERPAYMENT OR UNDERPAYMENT TO EMPLOYEES	
Applies To:	All Employees	

POLICY STATEMENT:

The Region will require reimbursement for giving employee(s) money to which they are not entitled to or any overpayment made; or provide payment for any underpayment to employees, regardless of why or how the error in payment occurred.

OPERATING DETAILS:

Human Resources and Payroll will verify any error and calculate the amount of overpayment or underpayment. The Region will go back to January 1st of the year preceding discovery of the error and calculate the amount of overpayment or underpayment.

In the case of underpayments, payment will be made on the employee's next regular pay date.

In the event the employer has made an overpayment error, in accordance with the Employment Standards Act and Canada Revenue Agency, the employer can recover those monies from employee's future payments, and/or final pay. In such cases where an overpayment is made, the employer will propose a reasonable recovery from salary or wages, and employees will be given the option of making repayment through single or multiple installments.

The employee is required to repay the Region any remaining balance. The Region retains the right to collect any outstanding balances by any other means deemed necessary.

Interest will not be added to either an overpayment or an underpayment.

SEE ALSO:

FOR FURTHER INFORMATION, PLEASE CONTACT:

- Director, Treasury Services/Deputy Treasurer,
Corporate Services