

Condition of Employment Recoupment of Overpayments

Youth Services Policy No. A.2.36 "Recoupment of Overpayments" requires that any employee who has been overpaid must reimburse Youth Services for the full amount of the overpayment. There are several options for reimbursement, including but not limited to, incremental payroll deduction. The policy also requires that employees who have been overpaid report the incident to Human Resources staff at their unit as soon as possible, usually the next business day.

By accepting employment with any unit within Youth Services, you acknowledge that any overpayments made to you shall be reimbursed and possibly recouped in future pay periods after you receive written notification from the Unit Head.

Employee's Signature

Date

Employee's Name (print)

Unit

Witness