

**SALARY ADJUSTMENTS FOR CERTIFIED EMPLOYEES**

The District shall take steps to ensure that all employees receive the proper salary each paycheck and are promptly paid on the scheduled paydays.

The employee and the administration are responsible for the accuracy of the employee’s placement on the salary schedule. Employees are expected to examine the annual contracted salary before signing their contracts and to notify the Business Manager of any possible errors.

Should an underpayment of the contracted salary exist after the contract is signed, the salary will be adjusted to compensate for the error, and a new contract will be issued. The District will spread the additional salary equally over the remaining pay periods for that fiscal year.

If the employee has been paid more than the proper placement on the salary schedule indicates, the District will enter into an agreement with the employee to have the overpayment amounts repaid through wage deduction by spreading the amount due to the District equally over the remaining pay periods for that fiscal year. Employees will be expected to sign a wage reduction authorization agreement authorizing deductions from wages in repayment to the District. A copy of this agreement will be retained in the employee’s personnel file.

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Complementing NDSBA Templates (may contain items not adopted by the Board)

- DCAC-E, Salary Reduction Authorization
- DHA, Licensure

**End of Yellowstone Policy DCAC ..... Adopted: 1/15/2024**