

RANCHO SANTA FE SCHOOL DISTRICT

Board Policies Covering All Classified Employees

Board Policy No. 4206: SALARY CHECKS AND DEDUCTIONS

A. Paychecks:

Regular paychecks of employees shall be itemized to include: regular pay, other pay, gross pay, federal withholding tax, social security deduction, retirement deduction, and other miscellaneous deductions, including any health and welfare deductions.

B. Payroll Errors:

Whenever it is determined that an error has been made in the calculation or reporting in any classified employee payroll or in the payment of any classified employee's salary, the District shall, within five (5) workdays following such determination, provide the employee pursuant to Education Code section 45167 with a statement of the correction and a supplemental payment drawn against any available funds.

C. Overpayment Of Wages:

1. In the event of any overpayment of wages, the employee or the District shall notify the other as soon as practicable.
2. Upon determining that an overpayment of wages has occurred, the District shall notify the employee in writing of the overpayment, afford the employee an opportunity to respond before commencing recoupment actions, inform the employee of their rights under the law, and shall follow the applicable procedures for recoupment as set forth in Education Code Section 44042.5.
3. If the employee agrees that the District overpaid them in the claimed amount, reimbursement shall be made to the District through one of the following methods mutually agreed to by the employee and the District:
 - a. Cash payment or cash installment payments.
 - b. Installment payments through payroll deduction covering at least the same number of pay periods in which the error occurred.
 - c. The adjustment of appropriate leave credits or compensating time off, provided that the overpayment involves the accrual or crediting of leave credits such as vacation, annual leave, holiday leave, or compensating time off. Any errors in sick leave balances shall only be adjusted with sick leave credits.

4. Absent mutual agreement on a method of reimbursement, within 30 days of the District verifying the overpayment amount, the District shall proceed with recoupment pursuant to installment payments through payroll deduction covering at least the same number of pay periods in which the error occurred.
5. If the employee disputes the existence or amount of an overpayment, the District shall first initiate a legal action and obtain a court validating the overpayment amount before it may recover the overpayment amount.
6. An employee who is separated from employment before full repayment of the overpayment amount owed shall have an amount sufficient to provide full repayment withheld from any money owed to the employee upon separation, provided that the state minimum wage is still paid to the employee. If the amount of money owed to the employee upon separation is insufficient to provide full reimbursement to the District, the District shall have the right to exercise any and all other legal means to recover the additional amount owed.
7. A legal action shall not be taken by District pursuant to policy to recover an overpayment unless the action is initiated within three years from the date of overpayment. If an overpayment involves leave credits, the date of overpayment is the date that the school employee receives compensation in exchange for leave erroneously credited to the employee. For purposes of this section, leave hours are considered exchanged for compensation in the order they were credited.

D. Payroll Adjustments:

Any payroll adjustment due an employee including, but not limited to, vacation pay, working out of class, overtime, additional regular pay, or approved other reasons, shall be paid by regular payroll check following the payroll adjustment. The District will make every effort to ensure the adjustment is included in the regular payroll immediately following the circumstances requiring payroll adjustment.

Legal Reference:

Education Code sections 44042.5, 45167

Date Policy Adopted By The Board: September 6, 1990

Dates Policy Reviewed By The Board: January 13, 2005; May 17, 2007; December 11, 2008, October 14, 2025