SALARY OVERPAYMENT/UNDERPAYMENT POLICY

When an employee knows that he or she has received a salary overpayment or underpayment, he or she is responsible to report the discrepancy immediately to the Human Resources Department.

The Human Resources Department, in co-operation with the Payroll Section of the Corporate Services Department, verifies and calculates the appropriate overpayment or underpayment.

Employees receive the underpaid funds in the next earliest possible pay period. For overpayments, Corporate Services, in combination with the Human Resources Department and the employee, makes arrangements to recover the overpayment. Any repayment plan considers the financial situation of the employee.

Interest is not paid on either an underpayment or an overpayment.

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