

Wood County Board of Developmental Disabilities

POLICY

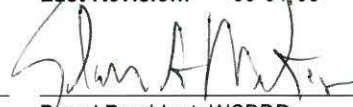
Policy #: 01-ALL-ALL-0145
Effective Date: 08-20-04
Person Responsible: Human Resources Coordinator

Subject: Safe Harbor
Last Revision: 09-01-09

Approvals/Date:


Superintendent, WCBDD

12/11/17
Date


Board President, WCBDD

12/11/17
Date

It is the policy of the Wood County Board of Developmental Disabilities to follow all applicable pay and Fair Labor Standards Act (FLSA) requirements pertaining to employee compensation, payroll deductions, and other pay matters. Accordingly, the agency makes only proper deductions as permitted by the FLSA, and makes every good faith effort to prohibit improper deductions from its employee's pay. However, the agency recognizes that improper deductions may happen inadvertently from time to time due to human error or payroll processing malfunctions; therefore, it sets forth the following procedure for reporting improper deductions:

1. In the event an employee finds that he/she has been compensated in error with regard to deductions from pay, the employee must, as soon as feasible, bring the error to the attention of the Human Resources Department. The Human Resources Department will then investigate the error and communicate the findings with the employee within a reasonable timeframe (i.e. one pay period).
2. If the Human Resources Department deems an error has occurred, it will be taken to the Human Resources Coordinator for review. If necessary the employee shall be compensated for the full amount of the shortage on or before the end of the next pay period. The amount of the reimbursable shortage will remain subject to any deductions that applied during the pay period when the compensation would have initially been processed.

The Superintendent, or designee shall review the reason for the improper deduction, and adjustments to pay processes, procedures and policies shall be made so that improper pay deductions are not made in future payrolls.