

OVER AND UNDER PAYMENT OF SALARY

Section:	Human Resources (HR)
Subject:	Compensation and Benefits
Legislation:	
Effective:	November 19, 2004
Revision:	September 1, 2016 (reformatted)

APPROVED: _____
President and CEO

POLICY

The policy of the Board of Governors is to establish SAIT's total compensation to employees with due regard for those in comparable positions in the post-secondary education and the private sectors, subject to the availability of financial resources and the terms and conditions of applicable collective agreements and terms of employment.

PROCEDURE**PROCEDURE**

1. An employee may be over-paid or under-paid due to incorrect paperwork or an error in calculations. SAIT will recover any over-payment from the employee and will pay any under-payment to the employee.
2. In the case of an over-payment, Employee Services will inform the employee and will implement a schedule of payments that does not cause the employee undue financial hardship.
3. In the case of an under-payment, Employee Services will inform the employee and the under-payment will be paid to the employee in the current pay period.

The official controlled version of this document is held in the Board of Governors Office.



POLICY/PROCEDURE REFERENCE

- HR.1.2 Compensation policy
- HR.1.2.1 Acting Incumbency procedure
- HR.1.2.2 Overtime Authorization procedure

PROCEDURE

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