

Provo City School District

Policy Series 5000: Personnel



5320 P6

Compensation and Benefits: Employee and District Responsibilities

The Board recognizes that errors in salary and/or benefits may occur from time to time and that both parties (the employee and the district) have a responsibility in resolving any legitimate problems in a timely manner.

It is the responsibility of all employees to review their payroll information on the first paycheck of the school year (September 15). The Employee Service Portal (ESP) is the source to be used for all employees to review pay information including compensation amounts (and deductions), banked leave days (such as sick leave), contributions toward retirement and medical benefits. Employees, who have questions or concerns about their paychecks including contributions/withholdings, are expected to contact the district payroll office by September 30 of the current school year regarding these questions or concerns with their paycheck. The district will resolve any issues or concerns within one week. The district has a similar responsibility in notifying employees of errors in payments, benefits, withholdings, etc. as soon as it becomes aware of errors.

The district reserves the right to recover excess pay and/or over-paid benefits (the value thereof) for up to three years prior, from the date the problem was identified. The district will notify the impacted employee in writing within 3 business days of the discovery. In cases where the amount to be recovered from the employee is a large amount, an installment plan and/or auto deduction process may be implemented, not to exceed 12 consecutive months. If the under-payment of non-retirement benefits is confirmed by the district, a retroactive adjustment for the impacted period for up to three years prior to the date the problem was identified.

Each year employees are expected to review and understand the Utah Retirement System (URS) annual statements. If an employee believes there was an under-payment to URS, the employee will submit this concern in writing to the Human Resources Department within thirty (30) days of the annual statement. If the under-payment is confirmed by URS, the district will make a retroactive adjustment for the impacted time period of up to **four (4)** years into the past from the date of the confirmed under-payment. Former employees are subject to the **four (4)** year retroactive adjustment for confirmed under-payment of URS benefits. The district will notify employees each year of their responsibility to review paycheck and benefits information.

PCSD board members are part-time elected officials and, therefore, are ineligible under Tier 2 so no statutory URS contributions are required.

Legal References:

Utah Code Ann. § 49-11-601

Synopsis:

Payment of employer contributions

Approved by Board of Education:

October 14, 2014

Revised:

January 9, 2017