

SALARY ADJUSTMENTS

The Board has the authority to determine appropriate placement on the salary schedule. However, responsibility for accuracy of that placement on the salary schedule rests equally with the employee. Employees are therefore expected to examine the contracted salary before signing their contracts and to notify the Business Manager of any possible error.

Should an error in salary be determined to exist after the contract is signed the Board will adjust the employee's salary for the remainder of the year to compensate for the error. For example, if the employee has been paid less than proper placement on the schedule would indicate, the District will increase the monthly salary to bring the annual salary to the correct amount. If the employee has been paid more than proper placement on the schedule would indicate, the District will enter into an agreement with the employee to correct the overpayment.

Adjustments will be made for no more than one preceding year

Complementing Policy:

- DHA, Licensure

End of Jamestown Public School District Policy DCACAdopted: 11-6-2017