

**PAYROLL PROCEDURES**

**FILE: DKA**

**TITLE: Payroll**

**POLICY:**

- (1) Direct deposit is the mandatory payment method for all employees of the School Board of Orange County, Florida ("Board").
- (2) All Board employees must review and validate information displayed on the paystub at the beginning of the contractual year and each time there is a change in employment status (i.e. experience credit awarded, change in salary, change in hours or days worked, change in degree, etc.).
- (3) Salary adjustments shall be paid at subsequent payroll periods. An employee whose services are terminated shall be paid within thirty (30) days.
- (4) All overtime must be preapproved by the Superintendent or designee and paid in accordance with the collective bargaining contracts or the Fair Labor Standards Act ("FLSA").
- (5) Except for deductions required by law, no deductions shall be made from an employee's salary without specific written authorization of the employee.
- (6) Salary Overpayments.

The collective bargaining contracts provide guidelines to address salary credit correction. In the event the contract is silent, the following guidelines shall apply:

- (a) Pursuant to Section 95.11(3)(c), Florida Statutes, the Board has four (4) years (the current year and three (3) previous years) from the date the error is identified to recover overpayments made by the Board to an employee.
- (b) Overpayment Communication. The employee and/or worksite will be notified by the Payroll Department regarding the overpayment.
- (c) An Overpayment Notification/Repayment Agreement letter will be sent to the employee listing the reason for overpayment. The employee must complete, sign, and return the document to the Payroll Department within three (3) business days.
- (d) Action will be taken to recover the outstanding overpayment if the employee fails to respond within three business days after notification.
- (e) Overpayments will normally be recovered before the end of the fiscal/calendar year. Repayment periods will vary based on the total overpayment and the employee's circumstances.

- (f) When possible, the employee will be notified before the Automated Clearing House (“ACH”) reversal is initiated.
- (g) Overpayment Recovery.
  - (i) Single Lump Sum Recovery. The total overpayment will be recovered on the next check if the following occur:
    - 1. Employee is compensated for paid leave in error and the overpayment is less than one-half (1/2) of the regular check; and
    - 2. Employee receives wages in error and is notified not to spend the overpayment.
  - (ii) ACH Reversal Process.
    - 1. Employee is terminating and is receiving the final check. These monies cannot be recovered in future checks. An ACH reversal will be initiated to recover the full amount of the check.
    - 2. Employee submits a written request to reverse the monies paid in error.

(7) Salary Underpayments.

The collective bargaining contracts provide guidelines to address salary credit correction. In the event the contract is silent, the following guidelines shall apply:

- (a) Pursuant to Section 95.11(4)(d), Florida Statutes, an employee has two (2) years (the current year and one (1) previous year) to recover wages he/she claims is owed to him/her, but have not been paid by the Board.
- (b) An off-cycle check - manual check will be processed for an employee if the time is equivalent to at least three (3) working days. There will be no exceptions. The work site must complete an entry in SAP for time worked. The Administrator/Payroll Preparer must submit a formal request on letterhead or e-mail stating how the check is to be received. Employees may request a hardship letter detailing the circumstances of not receiving a check.

(8) Holiday Pay.

- (a) Employees in an unpaid status before and after the holiday are not eligible to receive compensation for the holiday.

**SPECIFIC AUTHORITY:** Sections 95.11; 1010.01; 1011.60; 1012.22, Florida Statutes

Rule 6A-1.001; 6A-1.052, Florida Administrative Code

ADOPTED: 07/28/11

REVISED: 3/14/17; 9/26/2023