



## Personnel Policies

CITY OF WESLACO,  
TEXAS

## WAGE OVERPAYMENTS AND UNDERPAYMENTS

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The City takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled paydays.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of their supervisor or department head so that corrections can be made as quickly as possible.

If an employee has been underpaid, as a result of the City's error, the City will pay to the employee the difference as soon as possible. If an employee has been underpaid, due to the employee's error, the City will pay to the employee at the next regular payroll date. If an employee has been paid in excess of what has been earned, the employee must return the overpayment to the City as soon as possible. Employees may not retain any pay in excess of what has been earned.

If a wage overpayment occurs, the overpayment will be regarded as an advance of future wages payable and will be deducted in whole or in part from the next available paycheck(s) until the overpaid amount has been fully repaid. Overpaid employees will be required to sign a wage deduction agreement authorizing such a deduction(s).