



4.5. **Paycheck Errors.** The District does its best to provide employees with proper pay for all hours worked. Should there be an error in your pay or an improper deduction, please bring it to the attention of your supervisor immediately. The District will work to correct errors expeditiously. In the event of an overpayment, the employee will be notified as soon as possible and the employee will be required to reimburse the District either through a future payroll deduction or a direct payment.

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