

OVER AND UNDER PAYMENT OF SALARY

Section:	Human Resources (HR)
Subject:	Compensation and Benefits
Legislation:	
Effective:	November 19, 2004
Revision:	September 1, 2016 (reformatted); July 18, 2022

APPROVED: _____
President and CEO

POLICY

The policy of the Board of Governors is to apply the principles of fairness, consistency and equity in establishing, setting and administering SAIT's total compensation, with due regard for the need to compete in the external labour market, subject to the availability of financial resources. SAIT strives to balance the need to maintain internal salary equity with the need to compete, so that salary compression and salary inversion does not occur.

PROCEDURE

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1. An employee may be over-paid or under-paid due to incorrect paperwork or an error in calculations. SAIT will recover any over-payment from the employee and will pay any under-payment to the employee.
2. In the case of an over-payment, the Employee Services department will inform the employee and will implement a schedule of payments that does not cause the employee undue financial hardship.
3. In the case of an under-payment, Employee Services will inform the employee and the under-payment will be paid to the employee in the current pay period.

POLICY/PROCEDURE REFERENCE

HR.1.2	Compensation policy
HR.1.2.1	Acting Incumbency procedure
HR.1.2.2	Overtime Authorization procedure
HR.1.2.5	Salary Compression and Salary Inversion procedure

The official controlled version of this document is held in the Board of Governors Office.