

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** July 11, 2006  
**TO:** **BOARD OF EDUCATION**  
**FROM:** Dr. Joe A. Hairston, Superintendent  
**SUBJECT:** **POLICY 4266 – SALARY ERROR**  
**ORIGINATOR:** J. Robert Haines, Deputy Superintendent, Business Services  
**RESOURCE PERSON(S):** Barbara Burnopp, Chief Financial Officer

**RECOMMENDATION**

That the Board of Education approve the deletion of Policy 4266 – Salary Error.  
This is the third reading of this policy.

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- Attachment I Policy Analysis 4266
- Attachment II Policy 4266

BOARD OF EDUCATION OF BALTIMORE COUNTY

Analysis for Proposed New Rule

Personnel: Classified – Compensation Plan: Salary Error

Statement of Issues Addressed By the Proposed Policy

Policy 4266, Personnel Compensation Plan: Salary Error is being eliminated and a new rule is being proposed to reflect current payroll practices. The proposed rule reflects Department of Labor regulations; eliminates the one year limit on correcting salary errors; and addresses over- and underpayments.

Cost Analysis and Fiscal Impact on School System

Any fiscal impact on the school system is immaterial.

Relationship to Other Board of Education Policies

There are no other policies or rules that address salary errors.

Legal Requirement

Non-exempt employees are entitled to be paid the amount owed regardless of when the salary error occurred.

Similar Policies Adopted by Other School Systems

Other school systems address salary errors in policies, rules, and master agreements

Draft of Proposed Policy and Rule (see attached)

Other Alternatives Considered by Staff

If the language remains as a policy, then it is proposed that the language limiting the time in which a salary error is correct be eliminated.

**Attachment II**  
**[POLICY 4266**

PERSONNEL: Classified

Compensation Plan: Salary Error

In the event of a salary error, neither the Board nor the employee may claim salary adjustments for any more than the fiscal year in which the error is detected. When an employee has been overpaid due to an error on the part of the Board, at least two (2) pay periods must be paid at his/her full correct rate before repayment deductions would be taken from the employee's pay.]

[Policy  
Adopted: 3/25/82

Board of Education  
of Baltimore County]