

**GRAND FORKS COUNTY
POLICY MANUAL**

POLICY NO. 103-08

Eff. 2/21/12

ADMINISTRATIVE PAY CORRECTIONS

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Except as otherwise provided herein, deduction from regular pay shall be made for the following reasons:

- a. Those amounts required by federal and state law.
- b. Unauthorized absence.
- c. Absence due to illness after all sick leave, vacation time, and compensatory time have been exhausted.
- d. Absence due to suspension from duty without pay pending final decision.
- e. Leave without pay.
- f. Any other absence not authorized by the rules, regulations, or the County Commission.
- g. Previous overpayment of pay or expenses reimbursement. Employee will be billed for the overpayment and will be afforded the opportunity to have a scheduled deduction from their paycheck until the overpayment is paid in full.
- h. Court ordered withholding for child support and/or alimony.
- i. Such other deductions as approved and authorized by the Director of Finance and Tax and requested by the employee.
- j. Employee failing to return county equipment upon termination. This affects the final pay check.