

Warren-Newport Public Library District **Staff Manual**

409 Administrative Pay Corrections

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The Warren-Newport Public Library District 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 payday.

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 the Human Resources Associate or the Executive Director so that corrections can be made as quickly as possible.

Deleted: Administrative