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ARTICLE 52: SALARY OVERPAYMENT RECOVERY

Salary Overpayment Recovery

A. When an Employer has determined that an employee has been overpaid wages, the Employer may recoup the overpayment. The Employer will provide written notice to the employee that will include the following items:
   1. The amount of the overpayment,
   2. The basis for the claim,
   3. A demand for payment, and
   4. The rights of the employee under the terms of this Agreement.

Employees may request a meeting with the Employer and an interpreter to have the overpayment notification explained.

B. Method of Payback
   1. Active employees
      ~~1.~~a. The employee must choose one (1) of the following options for paying back the overpayment:
         ~~a.~~A. Voluntary wage deduction, or
      ~~b. Cash, or~~
      ~~c. Check (separated employee).~~
         B. Vacation (if under 280 hours only) or Compensatory time balances
   2. Separated employees
      a. The employee must choose one (1) of the following options for paying back the overpayment:
         A. Cash, or
         ~~d.~~B. Check
   ~~2.~~3. The employee may propose a payment schedule to repay the overpayment to the Employer. If the employee's proposal is accepted by the Employer, the deductions shall continue until the overpayment is fully recouped. Nothing in the section prevents the Employer and employee from agreeing to a different overpayment amount than specified in the overpayment notice or to a method other than a deduction from wages for repayment of the overpayment amount.
   ~~3.~~4. If the employee fails to choose one (1) of the ~~four (4)~~ options described above, within twenty (20) days of written notice of overpayment, the Employer will deduct the overpayment owed from the employee's wages or the amount due may be placed with a collection agency for employees who have separated from UW service. This overpayment recovery will not be more than five percent (5%) of the employee's disposable earnings in a pay period. Disposable earnings will be calculated in accordance with the Attorney General of Washington's guidelines for Wage Assignments.

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~~4.~~5. Any overpayment amount still outstanding at separation of employment will be deducted from their final pay. No interest will be charged for active employees or separated employees who enter into a repayment arrangement.

C. Neither A nor B above are required for employee reported overpayments and/or employee corrected time including leave submittal corrections. All employee initiated overpayment corrections may be collected from the next available pay check.

D. Appeal Rights: Any dispute concerning the occurrence or amount of the overpayment will be resolved through the grievance procedure in Article 6 of this Agreement. The Employer will suspend attempts to collect an alleged overpayment until the grievance process has concluded.

Tentatively Agreed To:

For the Union:	For the Employer:
Signed by: Becky K. Stephens 530E07D4212E4C6...	DocuSigned by: Catherine Scheid 9BED1964C6434D0...
Date: 9/10/2026	Date: 9/10/2026