



# GLENN COUNTY PERSONNEL DEPARTMENT

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## Employee Acknowledgement of Overpayment and Repayment Agreement

Employee, \_\_\_\_\_, acknowledges and agrees that he/she has received an overpayment in the amount of \$\_\_\_\_\_ between the dates of \_\_\_\_\_ and \_\_\_\_\_ from the County of Glenn. Employee has requested that he/she be permitted to repay this amount by way of deduction[s] from his/her future paycheck[s] and is executing this agreement with the specific intent of authorizing the County of Glenn to deduct said amounts from his/her future paycheck[s].

In executing this agreement, Employee specifically and unconditionally authorizes the County of Glenn to deduct and withhold the sum of \$\_\_\_\_\_ from the Employee's next \_\_\_\_\_ paycheck[s]. Employee understands that Employee's request to deduct amounts owing from his/her paycheck is voluntary and is governed by California Labor Code Section 224, which reads as follow:

*The provisions of section 221, 222, and 223 shall in no way make it unlawful for an employer to withhold or divert any portion of an employee's wages when the employer is required or empowered so to do by state or federal law or when a deduction is expressly authorized in writing by the employee to cover insurance premiums, hospital medical dues or other deductions not amounting to a rebate or deduction from the standard wage arrived at by collective bargaining or pursuant to wage agreement or statute or when a deduction to cover health and welfare or pension plan contributions is expressly authorized by a collective bargaining or wage agreement.*

*Nothing in this section or any other provision of law shall be construed as authorizing an employer to withhold or divert any portion of an employee's wages to pay any tax, fee or charge prohibited by section 50026 of the Government Code, whether or not the employee authorizes such withholding or diversions.*

With full understanding of my rights under the law, I hereby authorize the County of Glenn to deduct and withhold the sum of \$\_\_\_\_\_ \* from my next \_\_\_\_\_ paycheck[s]. If the total amount owed has not been repaid at the time of my separation from employment with the County of Glenn, I hereby specifically and unconditionally authorize the County of Glenn to deduct the entire unpaid balance from my final check.

***\*In no event will the County of Glenn honor a request that allows the employee's compensation to drop below the federal minimum wage.***

I have read, understand, and agree to the above stated provisions.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Approved by:

\_\_\_\_\_  
Glenn County Department of Finance

\_\_\_\_\_  
Date