



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

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MEMORANDUM #024-15HR

TO: Agency Administrators

FROM: Carolyn Horwich, J.D., Director of Human Resources

THROUGH: Rip Colvin, Executive Director

SUBJECT: Salary Overpayments – **Retraction of Memorandum #013-12HR**

DATE: June 19, 2015

Background

Memorandum #013-12HR entitled "Salary Overpayments" was issued by the Justice Administrative Commission (JAC), Human Resources section, on February 15, 2012. This memorandum directed agencies within Justice Administration to provide employees who were overpaid with a Notice of Rights to a hearing. The memorandum provided an example of the notification that was required to be given to the employee.

Upon further research by JAC, we have been unable to identify any statutory or other authority that *requires* entities within Justice Administration to provide an overpaid employee with a right to a hearing prior to requesting a salary payback (employer refund). Please refer to your respective Pay Plans to confirm this observation.

Next Steps

There is no longer a need to complete and submit to JAC Payroll a "Notice of Rights" when requesting a salary payback.

If you have any questions, please contact me at Carolyn.Horwich@justiceadmin.org. Thank you.