

STATE OF TEXAS
COUNTY OF BEXAR

WAGE DEDUCTION AUTHORIZATION AGREEMENT

I understand and agree that my employer, the School of Excellence in Education (hereinafter the "School of Excellence" or "School") takes all reasonable steps to ensure that I receive the correct amount of pay in each paycheck. I understand that in the unlikely event that I receive payment in excess of what I have earned according to the agreed-upon rate of pay for my position, it is my responsibility to return the overpayment to the School of Excellence as soon as possible and to promptly notify the **Human Resources Department** so that the situation can be corrected as quickly as possible.

In the event that I receive an overpayment of wages for any reason, I understand and authorize the School of Excellence to deduct the amount of the overpayment from my next available paycheck(s). I understand and agree that overpayment of wages for any reason will be regarded as an advance of future wages payable and will be deducted in whole or in part from the next available paycheck(s) until the overpaid amount has been fully repaid.

I understand and that the first paycheck deduction for such a repayment will equal the entire amount of the overpayment, unless the School of Excellence and I agree in writing to a series of smaller deductions in specified amounts.

I understand that this agreement concerning my compensation and benefits does not modify the at will employment relationship between myself and the School of Excellence; does not constitute a commitment by the School of Excellence to employ me for any particular length of time; does not commit me to continue in my employment with the School of Excellence for any particular length of time; and does not restrict either the School of Excellence or myself from ending the employment relationship at any time for any reason, with or without notice.

Signed this [redacted] day of [redacted], 2019-2020 school year.

Signature of Employee Date Employee's Name Printed

ACCEPTED:

School of Excellence Representative Date