Policy 403.27-E
Reduction in Employee Pay Complaint Form

This form is to be used for all pay deduction complaints. Any employee who believes the district has made an inappropriate deduction is encouraged to immediately consult with the appropriate supervisor. The employee may also file this complaint form with the Chief Human Resources Officer explaining the nature of the improper deduction.

Name of employee: _____

Department/Building: _____

Payroll date(s): _____

Amount of improper pay deduction: _____

Explanation of improper pay deduction:

_____

_____

_____

_____

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____

Return the signed form to:
Linn-Mar Community School District
Chief Human Resources Officer
3556 Winslow Road
Marion IA 52302

Reviewed 9/14; 8/17; 6/20; 4/23
Revised: 8/24
Related Policy: 403.27; 403.27-R