

D-1i PROCEDURE Payroll/Salary

Employees in the administrative, faculty, and professional staff classifications with a full-time equivalency factor equal to or greater than 0.75 shall be paid in twelve (12) equal installments on the last weekday of the month. If the last weekday is a holiday, then the employee shall be paid on the weekday immediately preceding the holiday. For purposes of this section, a weekday shall be Monday through Friday.

Employees in the support staff classification with a full-time equivalency factor equal to or greater than 0.75 shall be paid for the hours worked (including paid leave hours) for the given month on the last weekday of the month. If the last weekday of the month is a holiday, then the employee shall be paid on the weekday immediately preceding the holiday. For purposes of this section, a weekday shall be Monday through Friday.

Employees with a full-time equivalency factor less than 0.75 are paid on the 15th of each month. If the 15th is a Saturday or Sunday, payment is made on the Friday before the 15th.

To receive a salary payment, an employee must be added to the College's payroll system. To be added to the College's payroll system, all potential employees must submit a completed application form, W-4 form, I-9 form, and a copy of their Social Security card. Where appropriate, the employee must submit a time sheet or mini-contract to authorize payment.

College employees classified as support staff are subject to the provisions of the Fair Labor Standards Act. The following guidelines will be used to implement the Act.

Work Week: defined as beginning at 12:01 a.m. on Saturday and continuing until the following Friday at 12:00 midnight.

Overtime: any overtime compensation will be paid in the month following occurrence.

Comp time: comp time must be taken within the defined work week or monetary compensation provided.

Time sheets: time sheets are due from each supervisor on the second working day of each month for the past month.

Adopted Date: 12/19/2006