



## COLLEGE POLICY

### FISCAL MANAGEMENT

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#### D-9a PROCEDURE

#### Payroll/Salary

Employees paid on a salary basis in the administrative, faculty, and professional staff classifications with a full-time equivalency factor equal to or greater than 0.75 shall be paid monthly 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 paid on an hourly basis in the support staff classification with a full-time equivalency factor equal to or greater than 0.75 shall be paid monthly 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.

Regular part time, temporary part time and student workers shall be paid monthly on the 15th day of each month. If the 15th day is a Saturday or Sunday, then the employee shall be paid on the Friday before the 15th.

Adjunct instructors shall be paid monthly on the 20<sup>th</sup> day of each month. If the 20<sup>th</sup> day is a Saturday, Sunday, or a holiday, then the employee shall be paid on the proceeding business day.

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 other employment-related documents. Where appropriate, the employee must submit a time sheet to authorize payment.

College employees classified as support staff, regular part-time, temporary part-time, and student workers are subject to the provisions of the Fair Labor Standards Act. The following guidelines will be used to implement the Act.

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

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

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

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