

Start and stop times are to coincide with the needs of office/department/division and should include consideration of the following:

- (A) Staggered lunch periods may be scheduled by the chief administrators of the divisions when required to maintain office continuity.
- (B) A forty hour working week is expected of employees in all occupational categories other than instructional, casual labor, and part-time employees. It is recognized, however, that an exempt employee may spend parts of the working week off-campus when attendance is required at meetings or other functions, or when work is taken home. It is further recognized that summer work hours may be adjusted to business needs. It is further recognized that work hours may be adjusted to accommodate college business needs.
- (C) Any overtime work for non-exempt employees must be approved in advance by the immediate supervisor.
- (D) All employees will submit a bi-weekly time sheet through the college's electronic system documenting hours worked or hours away from work.
- (E) All non-exempt employees shall be paid on a bi-weekly basis only after services have been rendered, less any legally authorized deductions.
- (F) Pay for full-time employees and regularly scheduled part-time employees who begin work on the first day of a pay period will be paid at the end of the third week of employment for two weeks pay. Pay for those beginning during the second week of the pay period will be paid at the end of the second week of employment for the number of days worked during the pay period. Contract salary amounts, less any legally authorized deductions will be paid out over a twelve-month period that may not coincide with work dates on the contract. Upon termination of employment, all wages, less any legally authorized deductions, will be paid at the next pay period. Full-time wages or salary, whichever is applicable, will be paid in approximately equal installments on a bi-weekly basis, only after services have been rendered, less any legally authorized deductions. Part-time faculty salary will be paid in three increments, less any legally authorized deductions. Final payment will be made on or after the last day of teaching, only after grades, grade books, and other required items are submitted.

Effective: 03/21/2015

CERTIFIED ELECTRONICALLY

Certification

03/12/2015

Date

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