Policy 8.07

Policy Type: Support Staff

Policy Title: Pay Periods

Who Does This Policy Affect: All Support Staff

Purpose: The purpose of this policy is to explain pay periods and recording hours worked.

Policy Statement:

Paydays shall be every other week during the fiscal year, July 1 through June 30. All time is to be recorded electronically in the online time entry system by the employee, and approved by the supervisor.

Adopted by the Board of Trustees 12-18-08; revised 7-23-2015, revised and format change 9-28-20.