

Payroll is processed and paid on the 13<sup>th</sup> and 28<sup>th</sup> day of each month. If either day falls on a weekend or holiday, payday will be the last workday prior to those dates. Full time instructors and staff are paid to date. Adjunct instructors are paid based on the above dates over the teaching semester. Part time employees are paid in the subsequent pay period (1<sup>st</sup> thru 15<sup>th</sup> on 28<sup>th</sup>, 16<sup>th</sup> thru end of month paid on 13<sup>th</sup>).

Refer to respective Collective Bargaining Agreements for possible changes to the afore mentioned.

Adopted:  
Amended: January 16, 2018  
Legal Ref: