

Policy Type: Professional Staff

Policy Title: Pay Periods

Who Does This Policy Affect: All Professional Staff

Purpose: The purpose of this policy is to define pay periods.

Policy Statement:

Pay days shall be every other week during the fiscal year, July 1 through June 30. All time is to be recorded on the online time entry system or time sheets and signed by the supervisor and employee.

The Board of Trustees will authorize those items eligible for payroll deductions. The employee has the prerogative to request authorization for deductions other than those which are mandatory by law.