

NORTHEAST COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE NUMBER: AP-6591.0

FOR POLICY NUMBER: N/A

PAY DAYS

1. PROCEDURE SUMMARY STATEMENT

To establish protocol for designating college pay days and pay methods.

2. DEFINITIONS

2.1 Exempt Employees – employees that are exempt from overtime pay under the Fair Labor Standards Act (FLSA).

2.2 Non-exempt Employees – employees that are entitled to overtime pay for any hours worked in excess of forty (40) hours in a work week in accordance with the Fair Labor Standards Act (FLSA).

3. PROCEDURE

3.1 Exempt Employee Payment

3.1.1 All exempt employees of Northeast Community College (Northeast) will be paid on the 25th day of each month; however, when the 25th day of a given month falls on a weekend or during a college holiday or vacation period, the payment will be issued on the preceding college work day.

3.1.1.1 All full-time faculty shall be paid in twelve (12) equal installments correlating with the College's academic calendar. The first installment will begin in the month of September of any given year and the final installment will be in the month of August of the following year.

3.1.1.2 All full-time exempt administrative and professional/managerial employees of Northeast shall be paid in twelve (12) equal installments correlating with the College fiscal year. The first installment will begin in the month of July of any given year and the final installment will be in the month of June of the following year.

3.2 Non-exempt Employee Payment

3.2.1 All non-exempt employees of Northeast shall be paid every two (2) weeks correlating with the College fiscal year.

3.2.2 Payments covering the two (2)-week period will be issued on Friday, one week after the actual two (2)-week period worked. However, if the Friday on which

payment is to be issued falls on a college holiday or vacation period, the payment will be issued on the preceding college work day. If the payment is to be made during the holiday break in December, the payment will remain as scheduled if the pay day is during a full week the College is closed.

- 3.2.3 For full-time and regular part-time non-exempt employees, the first installment will begin in the month of July of any given year and the final installment will be issued in the month of July of the following year.

3.3 Direct Deposit Payment

- 3.3.1 All Northeast employees will be paid electronically through direct deposit to the employee's choice of financial institution(s).

4. APPLICABILITY

N/A

ISSUE DATE: 02/27/2019

EFFECTIVE DATE: 02/27/2019

REVISION DATE(S): 02/13/1975 (item #0827); 09/12/1996 (item #7739); 12/10/2009 (item #10564); 06/12/2012 (item #11075); 6/01/2014; 02/27/2019

PRIOR POLICY/PROCEDURE NUMBER: 4232.a; AP-6511.0

SCHEDULE FOR REVIEW: 2024

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Finance and Facilities

SPONSORING DIVISION/DEPARTMENT: Finance and Facilities

RELATED PROCEDURES/ REFERENCE: none

PROCEDURE KEY WORDS: pay days; pay methods; exempt; non-exempt; Fair Labor Standards Act; FLSA