

**PAY DAYS
PROCEDURES**

All full-time, salaried employees of Northeast Community College will be paid on the 25th day of each month; however, when the 25th day of a given month should fall on a weekend or during a holiday or vacation period, the paycheck will be issued on the last preceding College working day.

All full-time instructional staff members will be paid in twelve equal installments correlating with the College year. 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.

All full-time, salaried administrative and professional/managerial employees of Northeast Community College will be paid in twelve 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.

All full-time, hourly staff of Northeast Community College will be paid every two weeks 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 issued in the month of June of the following year. Paychecks covering the two-week period will be issued on Friday, one week after the actual two-week period worked. However, if the Friday that checks are to be issued falls on a holiday or vacation period, the paycheck will be issued on the last preceding College working day.

Original policy date: 02/13/75 (Item #0827)

Revision date: 09/12/96 (Item #7739)