

## PAYDAY SCHEDULES

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See following page for procedure.

Adopted July 19, 1989  
Reformatted April 20, 2010

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For full time employees, payday is the last working day of each month.

Regular part time employees are paid twice each month, based upon a schedule prepared under the direction of the Director of Finance. Part time instructors, however, are paid according to the terms of the salary agreement.

All payroll will be processed in accordance with rules set forth by the Fair Labor Standards Act, As Amended, and by any other Federal or State Agency.

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