Wage and Salary Administration

The work day for College employees varies among or within the departments. Exact hours employees will work each day will be arranged by their department head.

The work day for employees working a 40-hour work week will vary depending upon assignment. The common work week for Non-exempt fulltime employees consists of 40 hours. These employees are not to work more than their scheduled hours unless they have been authorized to do so by their immediate supervisor.

Employees who are Exempt may have work hours which fluctuate from week to week at the direction of their supervisor and the salary will be paid at a fixed wage as straight time pay for whatever number of hours they are called upon to work in a work week.

All employees shall be paid bi-weekly (every other week).