

# BOARD POLICY

4207

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

## PAYROLL PERIOD FOR PERSONNEL

### I. ACADEMIC ADMINISTRATORS (STRS)

Academic administrators are twelve (12) month employees. Their annual salaries are paid once per month. All months are paid on the last working day of the month except December, which is issued the first business day in January.

### II. CLASSIFIED MANAGEMENT/ACADEMIC ADMINISTRATORS (PERS)

Full-time, classified/academic management employees in PERS who are not members of a collective bargaining unit may be paid twice per month. If the normal pay period date falls on a Saturday, Sunday, or holiday, the paycheck shall be issued on the workday preceding the Saturday or holiday.

### III. CLASSIFIED

Full-time, classified employees will be paid twice per month on the 25<sup>th</sup> and the 10<sup>th</sup>. If the normal pay period date falls on a Saturday, Sunday, or holiday, the paycheck shall be issued on the workday preceding the Saturday or holiday.

Part-time, classified employees and non-bargaining unit (NBU) employees will be paid once per month on the 10<sup>th</sup>.

### IV. FULL-TIME FACULTY

Full-time faculty are ten (10) month employees. Their annual salaries must be paid and reported only for the months in which they have scheduled duty days. They are paid ten (10) equal payments for the academic year in August through May, on the last day of the month except December, which is issued the first business day in January.

### V. PART-TIME/OVERLOAD/STIPEND

Part-time faculty, overload, and stipend payments are paid for the academic year in September, October, November, December, January, February, March, April, May and June.

### VI. FACULTY SUMMER ASSIGNMENTS

Faculty are paid for the summer session in July and August.

#### *References:*

*Education Code Section 87821*

*Government Code Section 20630*

*CalSTRS Teachers Retirement Law, Section 23005*

Adopted: 01-21-20

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