

PAYROLL PERIOD FOR PERSONNEL

I. ACADEMIC ADMINISTRATORS

Academic administrators are twelve (12) month employees with 260 base service days including holidays.

Paychecks will be issued on or before the last business day of the month.

II. CLASSIFIED MANAGEMENT

Classified administrators are twelve (12) month employees, with 260 base service days including holidays.

Paychecks will be issued on or before the last business day of the month.

Effective March 1, 2026, employees will no longer receive an advance (up to 50% of their month end pay) on the 15th of the month.

III. CLASSIFIED

Classified employees are twelve (12) month employees, with 260 base service days including holidays.

Paychecks will be issued on or before the last business day of the month.

Effective June 1, 2026, employees will no longer receive an advance (up to 50% of their month end pay) on the 15th of the month.

Extra hours and overtime will be paid once per month on the 10th of the month following the end of the pay period. If the 10th of the month is not a business day, paychecks will be issued on the last business day prior to the 10th.

IV. POLICE OFFICERS ASSOCIATION (POA)

POA employees are twelve (12) month employees, with 260 base service days including holidays.

Paychecks will be issued on or before the last business day of the month.

Extra hours and overtime will be paid once per month on the 10th of the month following the end of the pay period. If the 10th of the month is not a business day, paychecks will be issued on the last business day prior to the 10th.

V. FULL-TIME FACULTY

Adopted: 01-21-20
Revised: 01-21-25
Revised: 04-27-26

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 (August through May).

Paychecks will be issued on or before the last business day of the month.

VI. PART-TIME/OVERLOAD/STIPEND

Part-time faculty and overload payments spanning the entire academic year will be paid for fall in September, October, November, and December; and for spring in February, March, April, and May.

Paychecks will be issued on or before the last business day of the month.

Hourly assignments and one-time stipend payments will be paid on the 10th of the month following the assignment or approval of the stipend. If the 10th of the month is not a business day, paychecks will be issued on the last business day prior to the 10th.

VII. FACULTY SUMMER ASSIGNMENTS

Faculty are paid for the summer session based on the dates of the course offerings.

Paychecks will be issued on or before the last business day of the month in the month following the first day of the course.

References:

Education Code Sections 87821 and 88165

Government Code Section 20630

CalSTRS Teachers Retirement Law, Section 23005