2017-2018 PAYROLL CALENDAR
FULL-TIME 9-MONTH FACULTY - PAY PLAN I

FROM	TO	NO. WORK DAYS	PAYDATE
08-16-17	08-31-17	12	08-31-17
09-01-17	09-29-17	20	09-29-17
10-02-17	10-31-17	22	10-31-17
11-01-17	11-30-17	18	11-30-17
12-01-17	12-15-17	11	12-18-17
01-04-18	01-31-18	19	01-31-18
02-01-18	02-28-18	20	02-28-18
03-01-18	03-30-18	17	03-30-18
04-02-18	04-30-18	21	04-30-18
05-01-18	05-08-18	7	05-31-18
	TOTAL	**167**	

Pay Plan I: Instructors' compensation will be divided into **ten <u>equal</u> checks** paid August through May.

Daily Rate: Annual salary divided by total number of workdays in fiscal year.

Uncompensated Absence Computation: Daily rate X number of days absent without leave. Amount of computation will be deducted from salary in month of absence.

New Employee Pro-rata Computation: Compute daily rate. Compute monthly pay amount. Compute pro-rated contract amount: daily rate X number of days remaining to be paid in contract period. Multiply monthly pay amount by number of full month checks remaining to be paid in contract period and subtract this amount from the pro–rated contract amount. Difference equals pro-rated pay amount for month of hire. New employees who begin working after the completion of that month's payroll preparation cycle will be paid their pro-rata pay amount for the month of hire together with their regular monthly salary on payday of the following month.

Terminated Employee Pro-Rata Computation: Daily rate X number of days actually worked for the fiscal year, less salary paid since beginning of fiscal year.

NOTICE: Once a pay plan selection has been made, it **<u>cannot</u>** be changed during the fiscal year.

FACULTY HOLIDAYS:

September 4, 2017	November 10, 2017	December 18-31, 2017	January 15, 2018
	November 22-26, 2017	January 1-3, 2018	March 19-25, 2018

NOTE: Attendance at Spring Graduation May 5, 2018 is expected of Nine Month Instructional Personnel.