

**2016-2017 PAYROLL CALENDAR
FULL-TIME 9-MONTH FACULTY
PAY PLAN I**

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

Pay Plan I: Instructors' compensation will be divided into **ten equal 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 **cannot** be changed during the fiscal year.

FACULTY HOLIDAYS:

September 5, 2016	November 11, 2016	December 19-31, 2016	January 16, 2017
	November 23-27, 2016	January 1-3, 2017	March 13-19, 2017

NOTE: Attendance at Spring Graduation May 6, 2017 is expected of Nine Month Instructional Personnel.