



Category

**POLICY: 2-22 Pay Periods and Deductions**

Approval

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Responsible Party: Executive Director of Human Resources

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**Pay Periods and Deductions**

The College's work weeks run from Sunday through Saturday. Paychecks are distributed every other week (except for holiday conflicts). Deductions will be made from your paycheck as required or allowed by law (including federal and state withholding taxes, and the employee portion of Social Security contributions, as well as any garnishments or any other deductions required by law) or, where applicable, as you request for contribution to the College's programs, such as health insurance.

**Time Sheets/Pay Periods:** Time sheets (a record of work) or electronic time records are required of every employee on a bi-weekly basis and are due no later than 8:00 a.m. Monday following the end of each pay period. Employees are expected to accurately record time worked each day. If a non-exempt employee works more than 8 hours on one or more days, supervisors may rearrange an employee's work schedule **within the same work week** to avoid overtime.

The College prohibits wage deductions that are improper under applicable law. With respect to Exempt employees, improper salary deductions could include, for example, deductions resulting from variations in the quality or quantity of work, deductions resulting from absences caused by the College or by the College's operating requirements, including when work is not available, or deductions for employee absences of less than one full day. Employees who believe that they have been subject to an improper deduction have an obligation to report this belief to the Executive Director, Human Resources. Human Resources and Payroll will promptly investigate the circumstances surrounding the deduction and reimburse the employee for any deduction found to be improper. The College strictly prohibits any form of retaliation against employees who in good faith report alleged improper deductions or against those who cooperate in any investigation regarding such deductions. Complaints regarding alleged retaliation should be directed to the Executive Director, Human Resources. Employees found to have engaged in retaliation will be subject to discipline, up to and including immediate termination.

Falsification of timesheets or electronic time records are grounds for immediate disciplinary action, including discharge.