

Payment Plan for Full Time Classified Appointments

Classified employees who are hired full time are paid once per month on the last business day of the month. Full time, classified employees are salaried employed. The employee must work 40 hours per week to receive their full salary for the month. Hours worked must be reported on a classified time sheet. The Payroll Office will provide the initial time sheet.

Full time, classified employees are paid using the “forecast” pay method. Regular hours worked in the month will be paid on the last business day of the month. Per the Collective Bargaining Agreement, overtime or other extra pay will be paid on the next month’s paycheck. Any leave-without-pay that was not deducted from the current month’s paycheck will be deducted from the following month’s paycheck.

Benefits:

- Employees are eligible for insurance contributions. Contributions begin the first of the month following the receipt of benefit forms and will continue each month the employee has at least 80 paid hours.
- Employees hired for the academic year only will receive a triple contribution in May to cover insurance during the summer months they are not employed.
- Employees are eligible for retirement contributions after 6 full months of employment and 600 work hours.

I have read and understood the Payment Plan for Full Time Classified Employees.

Signature

Date

Printed Name

SS# or ID#