

## **AP 7130-1 Payroll**

1.0 **Payment for Services:** The rate of pay for each employee of the District shall be in accordance with the rate established for the position on the appropriate salary schedule, as approved by the Board of Trustees, unless the employee's compensation is otherwise fixed by the Board.

2.0 **Payment Schedule:** Payment to employees shall be in accordance with the schedule and procedures for school payrolls established by the Orange County Department of Education. This schedule, subject to change, provides for payments as follows:

### 2.1 Academic Payroll

2.1.1 Employees who are paid for their services on the academic payroll will be paid monthly on the last working day of each calendar month, except December. Payment for December will be made on the first working day of January. If a scheduled pay day falls on a Saturday, Sunday, or holiday, payment will be made on the preceding working day. Generally, the following categories of employees are paid in accordance with this schedule:

#### 2.1.1.1 Regular (Tenured) and Contract (Probationary) Faculty

2.1.1.1.1 Regular and contract faculty with 175-day contracts will receive ten (10) equal payments for their services during the regular academic year.

2.1.1.1.2 Regular and probationary faculty with 193-day contracts will receive ten (10) equal payments for their services during the regular academic year. If the employee works at least one duty day of the regular contract assignment during July at the end of the academic year, the employee may elect to receive eleven (11) equal payments. If the employee works at least one duty day of the regular contract assignment during both July at the beginning of the academic year, and at least one duty day of the regular contract assignment at the end of the academic year, the employee may elect to receive twelve (12) equal payments.

#### 2.1.1.2 Temporary (Adjunct) Faculty

2.1.1.2.1 Credit instructors teaching full-term classes will receive four (4) equal payments during the semester. The first payment for the fall semester will be made on the last working day of September; the first payment for the spring semester will be made on the last working day of February. Instructors teaching short-term and late-start classes will receive equal payments based on the number of pay periods during

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which the employment occurs as determined by the District Payroll Office. Instructors teaching during intersessions are paid in accordance with the schedule established by the District Payroll Office.

2.1.1.2.2 Noncredit instructors (SCE) are paid monthly on the last working day of each month for hours worked in the previous month.

### 2.1.1.3 Academic Management Employees

2.1.1.3.1 Academic management employees who are employed twelve (12) months per fiscal year will receive twelve (12) equal payments for their services during the fiscal year.

2.1.1.3.2 Academic management employees who are employed fewer than twelve (12) months per fiscal year will receive eleven (11) equal payments for their services during the fiscal year, unless the employee requests twelve (12) equal payments. The employee must work at least one duty day of the regular assignment during July in order to receive twelve (12) payments.

## 2.2 Classified Payroll

2.2.1 Salaried employees who are paid for their services on the classified payroll will be paid twice each month on the 10th and 25th of each month. In order to receive a payment on the 25<sup>th</sup> of the month, the employee must have worked during the first ten days of the month. If a scheduled pay day falls on a Saturday, Sunday, or holiday, payment will be made on the preceding working day. Generally, the following categories of employees are paid in accordance with this schedule:

2.2.1.1 Classified (bargaining unit) employees.

2.2.1.2 Confidential employees.

2.2.1.3 Classified management employees.

2.2.1.4 Temporary Special Project Administrators.

2.2.2 Hourly employees who are paid for their services on the classified payroll will be paid monthly on the 10th of each month. If a scheduled pay day falls on a Saturday, Sunday, or holiday, payment will be made on the preceding working day. Generally, the following categories of employees are paid in accordance with this schedule:

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2.2.2.1 Short-term employees, substitute employees, and student employees who are employed pursuant to the provisions of Education Code section 88003.

2.2.2.2 Professional Experts.

### **3.0 Time Cards**

3.1 Daily time reporting is required for all employees who are paid on an hourly basis. The time reported must be for the actual hours worked as of the payroll deadline for the reporting period. Projection of hours is not permitted.

3.2 Time cards must be signed and dated by the employee and the management supervisor after the employee has completed the work for which time is reported. Any subsequent corrections must be initialed and dated by the employee and the management supervisor. It is the responsibility of the management supervisor to ensure that the time reported by the employee is accurate and that the work has been performed. Where time reporting data is submitted or approved electronically, the submission or approval by an employee, supervisor, or responsible designee constitutes acknowledgment as to the accuracy of the data.

3.3 Special program time cards must be used for all positions that are directly charged to federal, state, and locally-funded programs and for the employment of Professional Experts. Time cards must reflect an after the fact distribution of the actual activity of the employee charged to the program. Budget estimates or other distribution percentages determined before services are performed are not permitted.

4.0 **Payroll Errors:** Any payroll error resulting in insufficient payment for an employee shall be corrected, and a supplemental check issued within a reasonable time after the employee provides notice to the District Payroll Office. If an overpayment occurs, the Payroll Office will notify the employee. Normally, salary deductions for overpayment will commence with the next month's paycheck and the overpayment will be deducted in the same number of paychecks in which the overpayment occurred, except that when the period of overpayment exceeds one year, then the period over which deductions are made shall not exceed a period of one year.

**Date of Adoption:** December 10, 2007, Chancellor's Cabinet