

ACCOUNTING  
PAYROLL PROCEDURES

CDD  
(REGULATION)

<b>Workweek Defined</b>	For purposes of compliance with the Fair Labor Standards Act (FLSA), the workweek for College District employees shall be 12:00 a.m. Saturday to 11:59 p.m. Friday.
<b>Time and Leave Reporting</b>	Time worked and leave used shall be submitted by all employees into the District time and labor system at least weekly and approved by their immediate supervisors. [See DEC(LOCAL) for information on types of leave.]
<b>Flexible Work</b>	The College may allow flexible work options including flexible work schedules, standard remote work schedules, and occasional remote work schedules. Employees must meet certain requirements and receive supervisory approval. Not all positions or employees will be authorized to participate in flexible work options based on the needs of the college. Periodic updates to options and requirements are located at <a href="https://tccd.edu/flexible-work">Flexible Work – Human Resources (tccd.edu)</a> .
<b>Overtime Pay for Non-Exempt Employees</b>	<p>Each full-time non-exempt employee shall work 40 hours per workweek. Overtime shall consist of hours worked in excess of 40 hours during the workweek. Holiday hours shall be considered as hours worked. Vacation, sick, bereavement, and other leave hours shall not be included as hours worked when determining overtime. The overtime rate shall be 1.5 times the normal hourly rate. Compensatory time off at a rate of 1.5 times the hours worked in excess of 40 may be awarded in lieu of overtime. [See DEA(LOCAL)]</p> <p>Overtime shall be kept to a minimum number of hours and requires supervisory approval. Employees working unauthorized overtime/compensatory time will be compensated for the time but may face disciplinary action.</p> <p>A non-exempt employee may work more or less than eight hours per day but shall be limited to 40 hours per workweek without overtime.</p>
<b>Payroll Procedures</b>	All full-time 12-month employees, except maintenance employees and police officers, shall be paid on or about the last workday of the month based on the monthly salary agreement of 1/12 of the annual salary. Contract employees who work on other than a 12-month basis may choose to receive their pay over a 12-month period or over the number of months they work, eg. 1/9, 1/10, and the like.

If an employee participates in the College District's insurance program and elects to be paid in fewer than 12 payments, insurance premiums for the summer months shall be deducted from the final paycheck of the year.

Payroll shall be distributed via direct deposit or a payment card according to the following schedules:

1. Student employees shall normally be paid on the 15<sup>th</sup> and the last workday of each month. Pay shall be determined on time reports as follows:
  - a. Any hours worked from the first day of the month through the 15<sup>th</sup> day of the month shall be payable on the last workday of that month.
  - b. Any hours worked from the 16<sup>th</sup> day of the month through the last day of the month shall be payable on the 15<sup>th</sup> of the following month.
2. Non-exempt employees in the physical plant and police departments shall normally be paid on the 15<sup>th</sup> and the last workday of each month. Each employee shall receive 1/24 of his or her calculated annual wages each pay period, reduced by any time off without available leave during the preceding time-reporting period, or increased by any overtime earned during the preceding time-reporting period.
3. Exempt employees shall normally be paid on the last workday of each month. Reductions shall be made to available leave balances for any time off during the preceding time-reporting period,.
4. Temporary employees shall be paid on the last workday of each month for the time reported in the preceding time-reporting period.

Any overtime or stipends that are not submitted and approved by scheduled deadlines will be payable on the subsequent payroll, unless an exception is approved by the Executive Director of Finance and Administrative Services for payment as soon as practicable due to a value in excess of \$500.00 or a departmental error or delay in approving the submission, or any other reasons deemed appropriate.

Employees are required to report any overpayments or underpayments to the Payroll Department immediately upon discovery. This includes any overpayment regardless of the cause. Overpayments must be reimbursed to the District; a repayment plan may be authorized by the Executive Director of Finance and Administrative

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Services for up to the number of pay periods for which the overpayment occurred. Failure to report overpayments and arrange for repayment may result in disciplinary action, up to and including termination and collection actions.