

**POLICY  
STATEMENT**

**DATE ADOPTED** October 16, 1991

**DATE(S) REVIEWED** November 2010

**DATE(S) AMENDED** December 2010

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- A. The Southwestern Illinois College Board of Trustees authorizes the Human Resources Office to place full time and part-time college personnel on the college payroll upon receipt of the appropriate documentation. This documentation shall be as follows:

<u>Type of Employment</u>	<u>Required Documentation</u>
Full-Time Faculty	Board Approval of Faculty Appointment
Adjunct and or Part-Time Faculty	Adjunct Assignment and/or Part-Time Faculty Contract
Administrators	Board Approval of Appointment
* Classified Personnel	Board Approval of Appointment
Part-Time Staff (Non-Union)	Part-Time Employee Data Form
Part-Time Professionals (Non-Union)	Part-Time Professional Contract
Part-Time SWIC Educational Employees	Part-Time Staff Appointment Form
Part-Time Physical Plant Staff	Part-time Employee Data Form
Part-Time Public Safety Staff	Part-Time Employee Data Form
Student Employees	Student Employment Data Form

**\*NOTE:** Classified Personnel includes full-time employees classified as Custodial, Maintenance, Office and Technical, Public Safety or SWIC Educational Employees.

- B. Compensation shall be paid at the rate specified in the appropriate collective bargaining agreement, personnel policy manual or individual employment contracts.
- C. Compensation is to be paid on the 15<sup>th</sup> day and the last working day of each month. When the 15<sup>th</sup> day and/or the last day of the month falls on a holiday or a weekend the payment shall be made on the last working day of the pay period.
- D. Payment shall be made for services rendered on the following basis:

<u>Type of Employment</u>	<u>Payment Basis</u>
Full Time Faculty	Current Basis/19 or 24 Pay Periods Per Year
Part-Time Faculty	Split into equal installments/8 Pay Periods per Semester (4 per Summer)
Administrators	Current Basis/24 Pay Periods Per year
Classified Personnel	Current Basis/24 Pay Periods Per Year*
Part-Time Staff (Non-Union)	1 Pay Period Lag/24 Pay Periods Per Year
Part-Time Professionals (Non-Union)	1 Pay Period Lag/24 Pay Periods Per Year
Part-Time Physical Plant Staff	1 Pay Period Lag/24 Pay Periods Per Year
Part-Time SWIC Public Safety	1 Pay Period Lag/24 Pay Periods Per Year
Part-Time SWICEE	1 Pay Period Lag/24 Pay Periods Per Year

**SOUTHWESTERN ILLINOIS COLLEGE  
DISTRICT 522  
BOARD POLICY MANUAL**

**POLICY  
STATEMENT**

**POLICY ISSUE** Payroll/Processing of Payments

**POLICY CODE** 6013 (Page 2 of 2)

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**\*NOTE:** Overtime payments for classified personnel are made on a one pay period lag basis. This means that time worked between the 1<sup>st</sup> and the 15<sup>th</sup> is paid at the end of the month. Time worked between the 16<sup>th</sup> and the end of the month is paid on the first payroll of the following month.

- E. The Board of Trustees strongly encourages the use of Direct Payroll Deposit in lieu of traditional paychecks. The Direct Payroll Deposit shall be available at the bank of choice on pay day.
- F. Paychecks shall be distributed by the Payroll Office in such a manner that they are available to college personnel on the designated pay date.
- G. The Payroll Office shall make the required payroll withholdings for federal and state income taxes, for medicare and for OASDI or for the retirement system in accordance with applicable current statutes.
- H. The Payroll Office shall make those payroll deductions authorized by the college employee for such programs as medical, dental, life, accidental death & dismemberment and long term disability insurance coverages, for union dues or fairshare fee payments as specified by the applicable collective bargaining agreement, and for such voluntary deductions as the United Way and the College Foundation.