

# BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

Series Number 400.13

Title All Personnel

Pay Periods

Paychecks are distributed on the last regular working day of each month.

The cut-off date for employees working part-time or by the hour is the 15th day of each month. The time sheet recording hours worked must be approved by the supervisor and filed with the Chief Human Resources Officer by the 18th of a month except for the months of June and December when an earlier filing date may be required.

Date of adoption 11/17/86

Legal Reference: (Code of Iowa)

Date of last revision 12/11/95

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Date of current revision 10/11/04

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Related Administrative Procedures and Cross References \_\_\_\_\_

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# **B O A R D P O L I C Y**

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WESTERN IOWA TECH COMMUNITY COLLEGE

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