

ASSOCIATED STUDENTS PAY DATE

This policy will affect all salaried Associated Students employees receiving pay checks during an academic quarter excluding summer quarter and breaks between quarters. The first pay date of the quarter will be the first scheduled pay date after the first day of classes. The last pay date shall be four (4) pay dates after the first pay date. Therefore, each quarter will contain five (5) pay dates. Salaries shall be divided into five (5) pay periods and by ten (10) week increments in the case of figuring per week rates. Employees which receive break pay will begin tracking their hours the day after the last day of finals week and process their time sheets as an hourly employee would.

Interpretation and Enforcement: VU Administration, A.S. Board of Directors

STUDENPA.POL

Approved By: A.S. Board of Directors

Date Approved: 12/89, 08/03/95

Organization: Associated Students

****currently under review***