

HIGHLAND COMMUNITY COLLEGE
ADMINISTRATIVE PERSONNEL POLICY

SUBJECT: Payroll Period

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BOARD OF TRUSTEE APPROVAL: 2/12/92

EFFECTIVE DATE: 2/13/92

BOARD OF TRUSTEE APPROVAL: 10/10/01

AMENDMENT EFFECTIVE: 11/1/01

The payroll for Administrative employees shall be issued each month. The pay date shall be the 15th of each month.

Paychecks will be issued only to the employee. If the employee wishes the check to be released to another individual, the request must be in writing and signed by the employee.

Administrative employees are required to complete a leave form for each absence from duty.