

## Pay Schedule Spring Term 2019

# Weeks	Begins	Ends	Timesheets & Direct Deposit Info Changes Due in Payroll Office	Checks Issued
2	Jan 7 <sup>th</sup>	Jan 19 <sup>th</sup>	Jan 21 <sup>st</sup>	Jan 28 <sup>th</sup>
<b>** Last Day to be released from a position is January 14<sup>h</sup>.</b>				
4	Jan 20 <sup>th</sup>	Feb 16 <sup>th</sup>	Feb 18 <sup>th</sup>	Feb 25 <sup>th</sup>
4	Feb 17 <sup>th</sup>	March 16 <sup>th**</sup>	March 18 <sup>th</sup>	March 25 <sup>th</sup>
4	March 17 <sup>th</sup>	April 13 <sup>th</sup>	April 15 <sup>th</sup>	April 22 <sup>nd</sup>
3	April 14 <sup>th</sup>	May 5 <sup>th</sup>	May 6 <sup>th</sup>	May 13 <sup>th</sup>
<b>**Includes Spring Break (March 4<sup>th</sup> 9<sup>th</sup>).</b>				

### Required Hours for Spring Term

Each student at Berea College is required to complete a minimum of ten hours a week and adhere to the work schedule as required by the position and arranged with the supervisor. Depending on the labor contract signed, the total hours will accrue as indicated below:

<b>Target Hours per Pay Period by Contracted Hours</b>						
<b><i>Pay Period</i></b>	<b><i>5</i></b>	<b><i>10</i></b>	<b><i>12</i></b>	<b><i>15</i></b>	<b><i>20</i></b>	<b><i>25</i></b>
<i>01/07-01/19</i>	9-10	18-20	22	28	37	46
<i>01/20-02/16</i>	30-33	59-65	71	89	119	149
<i>02/17-03/16</i>	45-50	90-99	108	135	181	226
<i>3/17-04/13</i>	65-71	129-142	155	194	258	323
<i>04/14-05/05</i>	80-88	160-176	192	240	320	400

The first number is the minimum expectation hours and the last number is the maximum allocated hours for the position. For 12 hours or more the minimum and the maximum hours are the same. **\*Note: 160 hours is the expected hours needed by the end of term.** Students are expected to work through the end of the term, regardless of the number of hours accrued. Failure to do so may result in disciplinary action, including labor probation and may have an impact on the student's labor evaluation.

### Labor Breaks

**Labor Day (Feb 26<sup>th</sup>):** Labor is dismissed unless students are essential to a department's operation.

**Spring Break (March 04- 09):** Labor is dismissed unless students are essential and a special contract is signed.

**Reading Period & Final Exams:** Students work as usual.