

## Pay Schedule Fall Term 2020

# Weeks	Begins	Ends	Timesheets Due in Payroll Office	Checks Issued
2.4	Aug 11 <sup>th</sup> (Tues)	Aug 29 <sup>th</sup>	Aug 31 <sup>st</sup>	Sept 4 <sup>th</sup> (Friday)
<b>** Last Day to be released from a position is August 14<sup>th</sup>. **</b>				
3	Aug 30 <sup>th</sup>	Sept 19 <sup>th</sup>	Sept 21 <sup>st</sup>	Sept 28 <sup>th</sup>
4	Sept 20 <sup>th</sup>	Oct 17 <sup>th</sup>	Oct 19 <sup>th</sup>	Oct 26 <sup>th</sup>
3	Oct 18 <sup>th</sup>	Nov 7 <sup>th</sup>	Nov 9 <sup>th</sup>	Nov 16 <sup>th</sup>
2.2	Nov 8 <sup>th</sup>	Nov 24 <sup>th</sup> (Tues)	Nov 30 <sup>th</sup>	Dec 4 <sup>th</sup> (Friday)
<b>**No Breaks in Revised 2020- 2021 Academic Calendar **</b>				
<b>Thanksgiving &amp; Christmas Break</b>				
3.5	Nov 25 <sup>th</sup> (Wed)	Dec 12 <sup>th</sup>	Dec 14 <sup>th</sup>	Dec 21 <sup>st</sup>
3	Dec 13 <sup>th</sup>	Jan 2 <sup>nd</sup>	Jan 4 <sup>th</sup>	Jan 11 <sup>th</sup>

\*Banks are closed on September 7<sup>th</sup>, Labor Day\*

### Required Hours for Fall 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>Pay Period</b>	<b>5 hrs</b>	<b>10 hrs</b>	<b>12 hrs</b>	<b>15 hrs</b>	<b>20 hrs</b>	<b>25 hrs</b>
08/11 - 08/29	09 - 12	14 - 22	29	36	48	60
08/30 - 09/19	25 - 27	44 - 52	65	81	108	135
09/20 - 10/17	45 - 47	84 - 92	113	141	188	235
10/18 - 11/7	59 - 62	114 - 122	149	186	248	310
11/8 - 11/24	70 - 73	136 - 142	175	219	292	365

The first number is the minimum expectation hours and the last number is the maximum allocated hours for the 5 & 10 hours per week positions. **\*Note: 136 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

#### **Thanksgiving & Christmas Holidays:**

Labor is dismissed unless students are essential and a special contract is signed.