

Pay Schedule Spring Term 2021

# Weeks	Begins	Ends	Timesheets Due in Payroll Office	Checks Issued
1.3	Jan 3 rd	Tuesday, Jan 12 th	Friday, Jan 5 th	Friday, Jan 22 nd
2.3	Wednesday, Jan 13 th	Jan 30 th	Feb 1 st	Feb 8 th
*Last Day to change a Labor Position (Non First Year Students) is January 15th. *				
3	Jan 31 st	Feb 20 th	Feb 22 nd	March 1 st
3	Feb 21 st	March 13 th	March 15 th	March 22 nd
3	March 14 th	April 3 rd	April 5 th	April 12 th
3.1	April 4 th	April 27 th	Friday, April 30 th	Friday, May 7 th

*If the current public health emergency has dramatically improved by January 31st, the Administrative Committee will consider inserting a Spring Break March 8-12 and push all dates back by one week. *

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:

Target Hours per Pay Period by Contracted Hours						
<i>Pay Period</i>	<i>5 hrs</i>	<i>10 hrs</i>	<i>12 hrs</i>	<i>15 hrs</i>	<i>20 hrs</i>	<i>25hrs</i>
01/13 - 01/30	13 -15	26-29	31	39	52	65
01/31 - 02/20	28-31	56 -62	67	84	112	140
02/21 - 03/13	43 - 48	86 - 95	103	129	172	215
03/13 - 04/03	58-65	116 - 128	139	174	232	290
04/04 - 04/27	75 -83	150 -165	180	225	300	375

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: 150 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

*No Breaks in Revised 2020-2021 Academic Calendar. *