

## Revised Pay Schedule Spring Term 2021 (February 2 to May 22, 2021)

# Weeks	Begins	Ends	Timesheets Due in Payroll Office	Checks Issued
4	Jan 3 <sup>rd</sup>	Jan 30 <sup>th</sup>	Feb 1 <sup>st</sup>	Feb 8 <sup>th</sup>
<b>*Winter Break (November 25, 2020 to February 1, 2021) *</b>				
3	Jan 31 <sup>st</sup>	Feb 20 <sup>th</sup>	Feb 22 <sup>nd</sup>	March 1 <sup>st</sup>
<b>*Last Day to change a Labor Position (Non-First Year Students) is February 15<sup>th</sup>. *</b>				
3	Feb 21 <sup>st</sup>	March 13 <sup>th</sup>	March 15 <sup>th</sup>	March 22 <sup>nd</sup>
3	March 14 <sup>th</sup>	April 3 <sup>rd</sup>	April 5 <sup>th</sup>	April 12 <sup>th</sup>
4	April 4 <sup>th</sup>	May 1 <sup>st</sup>	May 3 <sup>rd</sup>	May 10 <sup>th</sup>
4	May 2 <sup>nd</sup>	Saturday, May 22 <sup>nd</sup>	May 24 <sup>th</sup>	Friday, May 28 <sup>th</sup>

\*If the current public health emergency has dramatically improved, the Administrative Committee will consider inserting a Spring Break 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>
2/02 - 02/20	14 – 15	28 – 31	33	42	56	70
2/21 - 03/13	29 – 32	58 – 63	70	87	116	145
03/14 - 04/03	43 – 47	86 – 95	103	129	172	215
04/04 - 05/01	63 – 69	126 – 139	151	189	252	315
05/02 - 05/22	78 - 86	156 - 171	187	234	312	390

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: 156 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 (March 24<sup>th</sup>)** – Labor is dismissed unless students are essential to their department's operations.

**Session Break (March 29 & 30) & Final Exams** - Students work as usual.