



Category
PAYROLL – 4:10:02:00
Approval
President’s Council Approved: December 20, 2005
Effective Date/Approved: December 20, 2005
Revised: reviewed February 20, 2007; editorial update July 18, 2016
Responsible Party: Vice President for Finance & Administration

I. CLASSIFIED PERSONNEL & OTHER STAFF COMPENSATED ON AN HOURLY BASIS

All classified personnel and other staff compensated on an hourly basis will be paid on the last official working day of each calendar month.

II. REGULAR FULL-TIME FACULTY & ADMINISTRATIVE STAFF & REGULAR PART-TIME FACULTY

- A. Regular full-time faculty serving on an academic year contract shall be paid in twelve (12) separate monthly payments, beginning in August and ending in July.
- B. All full-time faculty and administrative staff shall be paid on the last official working day of each calendar month. The Comptroller will make known any deviation from this schedule that might be necessary.
- C. Regular part-time faculty shall be paid on the last official working day of each calendar month beginning in August and ending in May.
- D. Any extra compensation for additional services performed for Motlow State Community College will be included with the regular pay at the end of the month following completion of such services.

III. ADJUNCT FACULTY

- A. Payments are issued at intervals requested by the Vice President for Academic Affairs.
- B. Payments for the final pay period for the semester will be issued at the time final grades are submitted at the end of the semester.

IV. SUMMER FACULTY

- A. Compensation for teaching courses completed during a concentrated session will be issued on the first day of exams of the respective session as identified by the academic calendar in the Motlow College Catalog/Student Handbook.
- B. Compensation for teaching full session courses will be issued on the date recommended by the Vice President for Academic Affairs.

V. STUDENT WORKERS

All student workers will be paid on the last official working day of each calendar month.

VI. TENNESSEE COLLEGES OF APPLIED TECHNOLOGY

- A. In its role as lead institution, Motlow State Community College processes all the payrolls for the Tennessee Colleges of Applied Technology at Shelbyville, McMinnville, and Murfreesboro.
- B. All categories of faculty, staff, and students at the Colleges of Applied Technology are paid on the fifteenth day of each month. Payroll is issued on the Friday immediately preceding the fifteenth of the month if the fifteenth falls on a Saturday or a Sunday.

VII. METHOD OF PAY – MOTLOW STATE COMMUNITY COLLEGE & TECHNOLOGY CENTERS

Adjunct faculty, temporary part-time staff, and students will be paid by direct deposit. The President or his/her designee shall have the authority to approve exception to this policy as necessary.