

**PAY DAY SCHEDULES  
(Classified Staff)**

Classified staff employees whose work year is less than 12 months shall have the option of being paid in either 10 equal monthly payments (September-June) or 12 equal monthly payments (September-August).

Qualified employees must notify the human resources office in writing prior to May 1 of each year for implementation the following September if they wish to be paid in 10 payments. Employees who fail to notify the human resources office by May 1 will receive their salary in 12 equal payments. Once an option has been selected, no change shall be permitted during the course of that work year.

Newly-hired employees who qualify must declare their preference at the time of hiring.

Less than 12-month temporary employees shall not have this option.

Approved prior to 1987