

## SECTION 5

### PAYROLL

#### A. Hours of Employment

##### 1. Traditional Workweek

The length of the regular workweek shall consist of not more than five (5) consecutive days of eight (8) hours per day and forty (40) hours per week. The regular workweek is less than 40 hours for part-time salaried classified employees. The regular work schedule, day or night, shall receive an unpaid lunch period of not less than one-half (1/2) hour and two (2) rest periods of fifteen (15) minutes each. (CBA, Article VII, Sections 3, 5 and 6)

(For example: 8:00 a.m. to 4:30 p.m. shift Monday-Friday with fifteen (15) minute breaks at 10:00 a.m. and 3:00 p.m. and an unpaid thirty (30) minute lunch from 12:00 p.m. to 12:30 p.m.)

##### 2. Non-Traditional Workweek

A non-traditional work schedule consists of a 9 day 80 hour work period or a 4 day 40 hour workweek. Adoption of a non-traditional work schedule is by advanced mutual consent of both employee and supervisor by written agreement. Please complete and have your supervisor approve the Classified Employee Flex Workweek Contract, located in the Forms section of this handbook. The 9/80 work schedule, day or night, shall receive a paid lunch period not less than one-half (1/2) hour and two (2) rest periods of fifteen (15) minutes each. The 4/40 work schedule, day or night, shall receive a paid lunch period not less than one-half (1/2) hour and two (2) rest periods of twenty (20) minutes each. (CBA, Article VII, Sections 3, 5 and 6)

(9/80 Example: 8:00 a.m. to 5:00 p.m. shift Monday-Friday with fifteen (15) minute breaks at 10:00 a.m. and 3:00 p.m. and a paid thirty (30) minute lunch from 12:00 p.m. to 12:30 p.m. with every other Friday off. Please note that working for nine days at nine hours each day equals eighty-one (81) hours. Therefore, the employee will need to schedule to take that hour off at some point during that nine-day period.

(4/40 Example: 7:00 a.m. to 5:00 p.m. shift Monday-Thursday with twenty (20) minute breaks at 10:00 a.m. and 3:00 p.m. and a paid thirty (30) minute lunch from 12:00 p.m. to 12:30 p.m.)

### **3. Night Shifts**

The regular Night Shift schedule will be any schedule where the employee works one half (1/2) of their regular shift between the hours of 5:00 p.m. and 7:00 a.m. Employees will receive a differential equal to 5% of the employee's salary for all hours worked. (CBA, Article VIII, Section 6)

### **4. Weekend Schedules**

A work schedule that includes one (1) or two (2) weekend days will be compensated with a weekend shift differential of 5% for the weekend hours only. (CBA, Article VIII, Section 7.)

### **5. Holiday Schedules and Pay**

Employees working a nontraditional workweek during a week that includes a holiday will convert to a standard forty (40) hour week. Holiday pay is according to assigned hours of work. (CBA, Article VII, Section 3C.)

### **6. Longevity Pay**

Longevity pay is earned by each employee by acquiring years of service at GCC. The effective pay intervals are 10 years, 15 years, and 20 years of service. The 1st day of the month following hire date, unless hired on the first working day of the month, is the effective start date for the future calculation of longevity years of service. The amount of compensation is an additional 5% of base salary for each interval reached.

*Example: Sue Clark is hired on July 1, 2001. Her anniversary dates for longevity would be July 1, 2011; July 1, 2016; and July 1, 2021. If Sue Clark were hired on July 5, 2001, her anniversary dates for longevity would be August 1, 2011, August 1, 2016, August 1, 2021.) (CBA, Article VIII, Section 13)*

## **B. Monthly Paydays and Time Reporting**

### **1. Bi-Monthly Pay Warrants**

All pay warrants for Glendale Community College are requested from and produced by the Los Angeles County of Education. Bi-monthly warrants for Classified salaried pay are issued on the 25th for the current month, and called an Earned Salary Advance (ESA). No details are included on the paystub of the ESA. Paychecks issued on the 10th of the month are the remainder of the prior month's pay. For example: July 1 to 31, 2001 pay is paid on July 25th (ESA) and August 10th, 2001. If you should happen to lose your paycheck, contact the Payroll Office at ext. 5141 for further assistance. (CBA, Article VIII, Section 9)

### **2. Earnings Statement**

The Earnings Statement (pay stub) has many acronyms that explain how your pay is distributed. It also has a year to date total line that lets you know how much salary you have earned. The paystub that reveals specific deductions, reductions, contributions, and year-to-date totals is only featured on the paycheck distributed on the 10<sup>th</sup> of each month. Please refer to the diagram on the next page.

### **3. Time Reports**

Classified time reports for all employees who work hourly, hourly with night differential, and salaried with overtime are due in the Payroll Office on the first working day following the 25<sup>th</sup> of each month. The cumulative dates for each month are the 26<sup>th</sup> of the previous month to the 25<sup>th</sup> of the current month.

### **4. Overtime Pay**

Overtime pay is calculated at 1.5 times your hourly rate for all work done after 40 hours a week or 80 hours in a two (2) week flex schedule. The calculation to arrive at your hourly rate is: base monthly salary divided by 173.333 = hourly rate. Payment for overtime worked appears on your warrant dated the 10<sup>th</sup> for the previous month of work. The cut off date is the 25<sup>th</sup> of each month. All overtime hours are reported to the Payroll Office on the first working day following the 25<sup>th</sup> of each month. (CBA, Article VII, Section 8)



## **5. Night and Weekend Differentials**

Night differential and weekend differential are added to your base salary and paid half in each check of the 25<sup>th</sup> and 10<sup>th</sup>. Night differential is + 5% of your salary and weekend differential is + 5% for each weekend shift worked. (CBA, Article VIII, Sections 6 and 7)

## **6. Professional Growth and Working Out of Class Pay**

Professional Growth Units and working out of class pay is divided between the 25<sup>th</sup> and 10<sup>th</sup> checks. Professional Growth is explained in detail in Section 9 of this handbook. (CBA, Article XX, Sections 8 and 12 for PGU credit and calculation.)

## **7. Bilingual Pay**

If an employee is in a position where bilingual knowledge and skills are regularly required as determined by the District, the person in that position shall receive bilingual compensation. The employee's supervisor should send a written request to the Office of Human Resources, asking that the individual be tested. The test will be administered within thirty (30) days and if the individual passes, bilingual pay will be authorized. Bilingual pay is \$25.00 per month for oral communication and \$50.00 per month for written and oral communication. Bilingual pay is divided between the 25<sup>th</sup> and 10<sup>th</sup> checks. (CBA, Article VIII, Section 14)

## **8. Changes to W-4 Withholding**

The W-4 is the form that states your name, address, Social Security number, marital status, additional federal and state withholding dollars and number of exemptions claimed. If you have any changes in these categories, please call the payroll office to receive a new form and make the appropriate changes. The only exception is a change of name, which will have to be submitted with a copy of your new Social Security card for verification.

## **9. Changes to Beneficiary, Address and Telephone Numbers**

Beneficiary, address and telephone number changes should be processed in the following areas: the Office of Human Resources and the Payroll Office. Technicians in both of these offices will assist you in changing all necessary paperwork. If your beneficiary changes or has an address change only, immediate notification to the Office of Human Resources and the Payroll Office are needed for warrant designation, PERS beneficiary and life insurance policies.

## **10. Payroll Errors**

Any action or inaction resulting in insufficient payment for an employee in the bargaining unit shall be corrected, and a warrant to correct such error shall be issued within five (5) days after verification by the District.

Contact the Payroll Office (ext. 5141) if you feel there is an error on your paycheck. (CBA, Article VIII, Section 11.) Please note that claims for money or damages specifically excepted from Government Code Section 905, including but not limited to claims by public employees for fees, salaries, wage, mileage or other expenses and allowances, shall be filed not later than one year after the accrual of the cause of action.

(Administrative Regulation 3540)