



BOARD POLICIES

DIVISION	POLICY NUMBER
VIII. Business Services	8.03.01
CATEGORY	DATE
8.03.00 College Expenditures	Revised 4/1996, 12/2008, 3/2015, 2/2019

8.03.01 PAY ADVANCEMENTS

The College recognized the rare, extraordinary need for employees to receive compensation at times other than normal payroll release dates. Emergency circumstances that would justify a salary advance include, but are not limited to; death in the family, destruction or major damage to their residence, accident/sickness, theft of funds or major car repair.

Therefore, it is the policy the Board that pay advances for the reasons noted above may not exceed the sum of dollars allocated for one pay period for the individual involved and will be deducted from the subsequent pay period. Any pay advance in excess of \$1,500 will be reported to the Board of Trustees. Requests and approval for a pay advance should be directed to the vice president for administrative services or his/her designee.