



August 18, 2014

MEMORANDUM

TO: District Board of Trustees
FROM: Jim Murdaugh, President 
SUBJECT: Policy Manual Revision – Chapter 4

Item Description

This item requests Board approval for revisions to policies listed in Chapter 4.

Overview and Background

During a review of College policies for the Southern Associations of Colleges and Schools reaffirmation, it was discovered that the Board had not previously approved the repeal of Policy 04-45.

The College brings forth a request to repeal Policy 04-45 – Payroll.

- Request *Policy 04-45 - Payroll* be repealed for clarity as the College no longer collects a six day reserve

Past Actions by the Board

The Board previously approved revisions to the 2012-2013 Salary Schedule in January 2013 that included deletion of language regarding the six day reserve.

Funding/Financial Implications

No costs are related to this item.

Staff Resource

Teresa Smith

Recommended Action

Approve policy revisions as presented.

TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y

TITLE: Payroll	NUMBER: 04-45
AUTHORITY: Florida Statute: 1001.64, 1001.65 Florida Administrative Code: 6A-14.0261	SEE ALSO: • Administrative Procedure 04-45AP: Payroll
DATE ADOPTED: 12/01/97; Revised 11/30/99, 01/22/00, 11/26/01, 07/01/08, 11/22/10, 08/18/2014	

Repealed

~~**A. Six Day Reserve**~~

~~New employees in executive/administrative, managerial/professional, and classified staff positions shall have six days of pay withheld from the first pay period until their employment at the College is concluded. The calculation of the six days shall be made by dividing the annual salary by the number of annualized work days specified in the Board approved Salary Schedule and multiplying by six.~~

~~The six days of pay shall be paid in the employee's last paycheck and shall be calculated at the employee's daily rate of pay at the time of termination. However, if a classified staff employee terminates for any reason during the probationary period for original appointment, the six day reserve payment shall be paid to the employee at the rate it was withheld for the first pay period.~~

~~**B. Advanced Payment**~~

~~State law prohibits advanced payment to any employee; therefore, paychecks shall not be released to employees before the appropriate pay date.~~

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