

**Community Colleges of Spokane
District Administration
Business Office**

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MEMORANDUM

July 6, 2005

TO: Administrators and Summer Quarter Academic Employees

FROM: Linda McDermott, Chief Financial Officer

SUBJECT: 2005 Academic Employee Summer Quarter Payroll Dates

Summer quarter pay for academic employees will follow three different methods in accordance with the current master contract.

Method 1: Annually contracted academic employees, librarians and counselors contracted for the summer quarter will be paid on the semi-monthly payroll schedule in four equal payments; **July 11, July 25, August 10, and August 25.**

Method 2: All other teaching assignments will be issued adjunct academic employee contracts and paid according to the adjunct academic employee salary schedule or community service/self support salary schedule. The scheduled summer pay dates are **July 11, July 29 and August 31.**

Method 3: Non-teaching academic employee assignments are paid by time sheet and will be paid according to the hourly faculty published payroll schedule for 2005/2006.

These pay dates are for the regular summer quarter schedule of June 27 - August 19, 2005. Teaching assignments that are different than the regular summer quarter may have different pay days depending on the schedule of the individual class.

All summer quarter payments to academic employees will be charged to the 2005/2006 fiscal year.

REMINDER: Part-time faculty are eligible for medical/dental benefits beginning with the second consecutive quarter of 50% of a full-time workload. For summer quarter the hours per week required for a 50% workload is 11/8 of the average hours per week required during fall, winter and spring quarters. The attached table shows the workload requirements by category.