

Payment for Services

CED part-time instructors are paid based on the number of full weeks of instruction in relation to the biweekly payroll schedule and contract start/end dates.

- ❖ Depending on the number of weeks of your contract, you will be paid in one of four ways:
 - 4 weeks or less one payment at end of contract
 - Between 4 & 8 weeks 2 payments (one in middle and one at end)
 - Between 8 & 12 weeks 3 payments, equally spaced
 - Over 12 weeks payments biweekly, on request

Examples:

- #1: Contract begins on 2/19 and ends on 3/19 (4 weeks). Therefore, the pay period would be Mar. 11-Mar. 24 and the pay date would be 4/8/11. (4 weeks or less)
- #2: Contract begins on 3/1 and ends on 5/24 (12 weeks). Payment on this contract would be made in 3 equal installments, equally spaced with the last payment being made 6/17/11. (8 to 12 weeks)