

## **DSCC Payroll and Longevity Policy**

### **I. Purpose**

It is the policy of Dyersburg State Community College (DSCC) to establish a payroll procedure.

### **II. Scope**

This policy applies to all employees.

### **III. Policy**

All regular full-time and part-time employees will be paid through direct deposit on the last working day of each month. Pay is current for full-time and part-time regular employees. Student and temporary employees will be paid two weeks in arrears on the last working day of each month.

All faculty members, including those on nine, ten, or eleven-month contracts, will be paid in twelve separate installments beginning in August and ending in July.

Longevity Pay – In accordance with TBR Guideline P-120 on Longevity Pay, all full-time employees (faculty, administrative, professional, and support staff) who will complete at least 36 months in creditable service in full-time employment with one or more agencies, offices, departments or other subdivisions of the executive, judicial, or legislative branches of Tennessee government shall be eligible for longevity pay. In addition, all regular part-time employees who are scheduled to work 1600 or more hours (82.1% in a fiscal year and have 36 months of service are also eligible for longevity pay.

This pay will be calculated at the rate of \$100 times the number of years of service. (Twelve months of service equals one year for fiscal-year personnel.) The maximum level of creditable service for longevity compensation is 30 years. Employees with at least three years of service shall receive their longevity payment in conjunction with their longevity anniversary date. Longevity compensation is subject to deductions for social security and federal withholding tax. Time served as a student employee, temporary (except immediately preceding full-time), seasonal, emergency, part-time status or special leave without pay is not creditable for longevity purposes.

### **IV. Compliance**

All Dyersburg State Community College employees are expected to adhere to this policy.

### **V. Definitions**

N/A

### **VI. Revision History**

Policy updated by Administrative Council September 28, 2023.