

VITERBO UNIVERSITY
POLICY ON HOW 9-, 10- AND 11-MONTH EMPLOYEES ARE TO BE PAID

6/10/08

Viterbo University requires all 9-, 10- and 11-month employees to be paid their annual salaries over a 12-month payment period, regardless of the fact that those employees will actually work over a shorter time period. Specifically, employees will receive 24 equal semi-monthly payments beginning on the first payroll subsequent to completion of the first payroll work period.

Employees who have a separation of service prior to the end of their annual employment period will be paid with a final single lump sum payment on the first payroll subsequent to the separation of service, and the final single lump sum payment will include all amounts due to the employee for compensation earned from the beginning of the 12-month payment period until the date of separation of service, but which has not been paid, as well as any accrued leave balances due the employee.

Employees who separate from service at the completion of their annual employment period will continue to be paid any earned compensation over the remaining scheduled semi-monthly payment period, unless they elect to receive a final single lump sum payment upon separation from service.