

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 4.30 Pay Period for Classified Employees

**Revision Date:** 11/10; Reviewed 2/19

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1. For regularly employed classified employees, a pay period is the calendar month, with warrants issued on the last working day of the month.
  2. The pay period for employees on an hourly pay scale, and the overtime pay period, ends on a scheduled day each calendar month as established by the District Payroll Office with warrants issued and payable on the fifteenth day of the month.