

Central Virginia Community College Policies  
IV - Employment Policies and Information  
Salary and Pay Information



Policy #:	CVCC0109
Effective:	__/__/__
Last Reviewed/Revised:	09/19/2022
Responsible Dept.:	Human Resources
Other Policy References:	<a href="#">VCCS 3.8.2, 3.8.4, 3.8.5, 3.8.6, and 3.8.11;</a> <a href="#">Virginia DHRM 3.15</a>

### Salary and Pay Information

#### General Payroll Policy

All employees of the Commonwealth of Virginia must be paid on State payrolls regardless of the source of funds. All payroll sections are subject to prior approval by the State Department of Accounts.

Direct deposit is required of all employees except Work-Study employees – see the [Direct Deposit Authorization form](#).

#### Summer Pay Plan

CVCC abides by the [VCCS Policy Manual](#) Section 3.8.2.

Faculty are to contact the appropriate division office for detailed formulas on pay calculation.

#### Overload Pay

CVCC abides by the [VCCS Policy Manual](#) Section 3.8.4.

#### Twelve-Month Administrative and Professional Faculty Teaching Credit Courses

CVCC abides by the [VCCS Policy Manual](#) Section 3.8.5.

#### Teaching Non-credit Community Service Courses and/or Seminars

CVCC abides by the [VCCS Policy Manual](#) Section 3.8.6.

Contact the Workforce Solutions and Community Education department for current rates.

No System employee's salary shall be supplemented with any College funds without prior approval.

#### Overtime Pay for Classified Staff

CVCC abides by the Virginia Department of Human Resource Management's [Overtime Pay for Classified Staff Policy](#).

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**Determination of Faculty Entry-Level Salaries**

The entry-level salary for each newly-appointed faculty member is established through the assessment of the individual's additional qualifications in relevant teaching experience, related occupational experience, and education beyond those used to determine rank. The procedure is explained in [VCCS Policy Manual, Section 3.8.11](#).

**Types of Payroll**

There are three (3) types of payrolls for the payment of employees at the college:

1. Semi-monthly payrolls covering regular full-time faculty and classified employees,
2. Payrolls covering wage employees, and
3. Payrolls covering adjunct faculty.

**Pay Periods**

All full-time faculty and staff are paid semi-monthly (on the 1st and 16th of each month) depending on holidays and/or weekends. Adjunct faculty are paid four (4) times during the fall and spring semester, and twice in the summer, and employees on wage status (hourly) are paid bi-weekly. Payroll information can be obtained from the Human Resources Office.