

Pay Schedule

Spring Term 2024

# Weeks	Begins	Ends	Timesheets Due in Payroll Office	Checks Issued
3	Jan 8 th	Jan 27 th	Jan 29 th	Feb 5 th
4	Jan 28 th	Feb 24 th	Feb 26 th	Mar 4 th
*Last Day to change a Labor Position (Non First Year Students) is January 15th. *				
4	Feb 25 th *	Mar 23 rd	Mar 25 th	Apr 1 st
4	March 24 th	April 20 th	April 22 nd	April 29 th
2	April 21 st	May 5 th	May 6 th	May 13 th

*Spring Break (Monday March 4th - Sunday March 10th) - Cannot work without a break contract
May 5th is the last day of Spring Labor. Spring Break Hours do not count towards 160 hour minimum.

Required Hours for Spring Term

Each student at Berea College is required to complete a minimum of ten hours a week and adhere to the work schedule as required by the position and arranged with the supervisor. Depending on the labor contract signed, the total hours will accrue as indicated below:

Target Hours per Pay Period by Contracted Hours						
<i>Pay Period</i>	<i>5 hrs</i>	<i>10 hrs</i>	<i>12 hrs</i>	<i>15 hrs</i>	<i>20 hrs</i>	<i>25hrs</i>
01/08 - 01/27	15 -18	29-32	35	44	58	73
01/28 - 02/24	36-38	69 -76	83	104	138	173
02/25 - 03/23	52 - 54	99 - 109	119	149	199	249
03/24 - 04/20	73-79	143 - 153	167	209	279	350
04/21 - 05/05	85-88	160 -176	192	240	320	400

The first number is the minimum expectation hours and the last number is the maximum allocated hours for the 5 & 10 hours per week positions. ***Note: 160 hours is the expected hours needed by the end of term.** Students are expected to work through the end of the term, regardless of the number of hours accrued. Failure to do so may result in disciplinary action, including labor probation and may have an impact on the student's labor evaluation.

Labor Breaks

Spring Break-Mar 4th-Mar10th -Labor is dismissed unless students are essential and a special contract is signed

BC Labor Day - Labor is dismissed unless students are essential to a department's operations

Reading Period & Final Exams - Students work as usual