

# POLICY

**Number:** 30-10  
**Title:** Paycheck Distribution  
**Original Approval Date:**  
**Area Commission Review:**  
**Last Revision:** 11/19/24

## Reference (Policy and/or Procedure)

**SBTCE:**

**FDTC:** Area Commission, Human Resource Services

**Other:**

## Policy Description

### DISCLAIMER

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE SC STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION / THE SC TECHNICAL COLLEGE SYSTEM. THE STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION/THE SC TECHNICAL COLLEGE SYSTEM RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

It is the policy of Florence-Darlington Technical College to issue paychecks to permanent employees on the 15th and the last work day of the month.

1. If the pay date falls on Saturday or Sunday, the payday will be the preceding Friday.
2. If the pay date falls on a holiday, the payday will be the last work day preceding the holiday.
3. Pay dates for the month of December may vary from the above due to the college closing for the holidays.

4. Paychecks for part-time temporary day and evening employees and college work-study employees will be issued on the 15th and the last work day of each month.