



Blue Mountain Community College *Administrative Procedure*

Procedure Title: Mid-Month Pay Draw
Procedure Number: 01-2003-0004
Board Policy Reference: IV.A.

Accountable Administrator: Director Human Resources
Position responsible for updating: Director Human Resources
Original Date: August 2000
Date Approved by Cabinet: 11-25-08
Authorizing Signature: *Signed original on file*
Dated: 11-25-08
Date Posted on Web: 07-13
Revised: 10-09
Reviewed: 07-13

Purpose/Principle/Definitions:

The option for an employee to make a mid-month draw on their pay (otherwise known as a pay-to-date) will not be available, unless bargaining agreements specify otherwise. If a financial emergency arises, an employee may appeal to the Associate Vice President, Human Resources for an exception. The decision of the Director Human Resources is final.

The process for a mid-month draw is permitted only for documented, bona fide emergencies. The process is as follows:

- 1) Prepare a written request that details the nature of the emergency and the amount of the request;
- 2) Submit the request to the Director Human Resources via your supervisory chain (e.g. supervisor, director, associate vice president or vice president). Each supervisor will recommend approval or disapproval, document the reason for the recommendation, forward the request to the next person in the chain;
- 3) The Director Human Resources will approve or disapprove the request and notify the requestor of the decision;
- 4) If the request is approved, the Director Human Resources will notify the payroll department to process the draw.