

SECTION: Human Resources

NUMBER: A-001-02-0004

AREA: Employment

UPDATED: 09/01/2018

SUBJECT: Compensation, Paydays & Final Pay

REVIEWED: 12/13/2022

I. PURPOSE

Rocky Mountain College strives to compensate its employees in a fair and equitable manner.

II. POLICY

- A. It is an institutional goal to administer the compensation program to attract the most qualified people available and encourage them to build their careers with Rocky Mountain College.
- B. Human Resources and the department managers are responsible for assuring that salaries and wages within a department are internally consistent; that the amount of salary or wage increase that may be recommended is based on performance, service, and equity, and that reviews are conducted in a timely manner.
- C. Rocky Mountain College does not pay any employee less than an employee of the opposite sex for work involving substantially equivalent skill, effort, and responsibility and which is performed under similar working conditions unless the disparity is based upon a factor other than sex, such as education, experience, or length of time with the College.
- D. All salary and wage information is considered confidential and should not be discussed within the staff and faculty. Discussion of confidential information is grounds for immediate dismissal.
- E. After the employee reviews their pay stub and deductions, any mistakes and/or improper deductions should be reported immediately. The College will attempt to promptly review the complaint and, if valid, reimbursement will be issued within a reasonable time frame.
- F. Employees may be paid by check or through direct deposit of funds to either a savings or checking account or both at their bank of choice, providing the bank has direct deposit capability. To activate direct deposit, the employee will be required to complete and sign a Direct Deposit Authorization form, and provide it to the Human Resources Department.
- G. In compliance with Montana law (§39-3-205, MCA), when you voluntarily terminate your employment your final pay will be issued on the next regularly scheduled payday, or fifteen (15) days from the date of the actual separation, whichever occurs first. Note, all College property shall be returned upon termination.

H. In compliance with Montana law (§39-3-205, MCA), when your employment is involuntarily terminated prior to payday your final paycheck will be issued on the last day of your employment.

III. REVIEW AND RESPONSIBILITIES

Responsible Parties: Human Resource Department

Review: As deemed as appropriate

IV. APPROVAL

Approved: _____ Date: _____
President

Approved: _____ Date: _____
Chair / Board of Trustees