

Business Operations Series—6000

**PAYMENT OF WAGES IN ADVANCE**

Chemeketa Community College employees may obtain up to two payroll advances in any one fiscal year with a limit of one request in any given pay period. Advances are limited to 70 percent of gross earnings to date for the pay period in which the advance is requested. A third emergency pay advance may be requested if the employee submits a statement acknowledging that this is the last draw for the current fiscal year. A fee will be charged for each advance.

July 17, 1985

---

*Adopted College Board of Education*  
September 20, 2006; April 20, 2011;  
December 17, 2014; October 18, 2017  
*Revised College Board of Education*