

- You were directed to my office after speaking with CCBC's HR department regarding your concerns surrounding future retaliation and what protections you have against such. We spoke in-person on 2/28/2023.
- You were initially told by your coordinator that you would be paid for CRN 37809 on 2/17/2023 (class start date 2/6/2023). This was, unfortunately, an error. You were also given a different date when you spoke to the director of payroll, which was also in error. Based on your class dates, you were due to be paid for this class on 3/3/2023, but because you were given incorrect information you were issued what is called an out of cycle check for your pay for this class on 2/24/2023.
- We reviewed the guide 'Determining Pay Dates for an AdFac Contract Faculty Version' (attached for your convenience), which details how pay dates and the number of pays per class are determined.
- We reviewed your contracts in SIMON, and that your next pay date is set to be 3/31/2023 for CRN 38208 (class start date 3/6/2023).
- I will be addressing your request that you be paid bi-weekly as was initially communicated to you