



## INTEGRITY STUDENT TRANSPORTATION SERVICES, LLC EMPLOYEE PAYROLL SCHEDULE

Pay periods run from Monday to Sunday with pay day being the **first Friday of the following week**. Any charter work that is pre-paid by the customer, School Bus Operator's driving daily school routes, or other type of non-charter work will be paid on this schedule.

The **actual** hours work must be entered in the electronic timekeeping program no later than close of business Monday following the end of the pay period.

The following chart outlines the charter work payroll schedule in detail. School Bus Operators are not allowed to sign up for charter work based upon frequency of pay. Failure to follow this procedure will result in termination of employment with Integrity Student Transportation Services, LLC. If you have any questions, please contact the General Manager.

<b>TYPE OF CHARTER</b>	<b>RATE OF PAY</b>	<b>SCHEDULED PAY DAY*</b>
SCHOOL DISTRICT/PUBLIC CHARTER SCHOOLS/PRIVATE SCHOOLS	<b>HOURLY RATE, FIVE HOUR MINIMUM PAY</b>	THE FIRST FRIDAY ONCE THE CHECK IS RECEIVED FROM THE SCHOOL
COLUMBIA AREA PAROCHIAL SCHOOLS	<b>HOURLY RATE, FIVE HOUR MINIMUM PAY</b>	ALL TRIPS DRIVEN IN THE MONTH WILL BE PAID THE FIRST FRIDAY ONCE THE CHECK IS RECEIVED FROM THE SCHOOL. THIS IS TYPICALLY THE FIRST WEEK OF THE FOLLOWING MONTH
GREEK LIFE, WEDDING, OR ANY CHARTER WHERE ALCOHOL IS SERVED ANYTIME DURING THE EVENT.	<b>\$150.00 PER TRIP, \$30.00 EACH ADDITIONAL HOUR OVER 5 HOURS WITH CUSTOMER</b>	THE FIRST FRIDAY OF THE FOLLOWING WEEK
UNIVERSITY OF SOUTH CAROLINA	<b>HOURLY RATE, FIVE HOUR MINIMUM PAY</b>	THE FIRST FRIDAY ONCE FUNDS ARE DEPOSITED UP TO THIRTY DAYS (30) FROM THE DATE OF THE TRIP
ALL OTHER TYPES OF CHARTERS NOT LISTED ABOVE	<b>HOURLY RATE, FIVE HOUR MINIMUM PAY</b>	THE FIRST FRIDAY OF THE FOLLOWING WEEK

**\*Payroll schedule pay dates are based on the receipt of timely payments from customers. Pay dates may be delayed if customer payments are delayed.**