

ALL 10 MONTH CONTRACT EMPLOYEES PAYMENT OPTIONS

All 10 month contract employees are paid for services on a bi-weekly basis and exercise an option to be paid in twenty one (21) equal payments between September and June, or 1/26 basis to be paid in twenty (20) equal payments plus 6/26th last pay check.

In order to prepare for payroll processing, it is necessary for each ten month employee to indicate a preference.

If no preference is indicated, payment will be on 1/26th basis. Option is binding and may not be changed during the school year.

No changes can be made after the first pay of the school year.

PLEASE INDICATE PREFERENCE BELOW, SIGN AND RETURN TO HUMAN RESOURCES.

I prefer to receive my salary on the following basis:

_____ 1/21 Option – 21 equal bi-weekly payments September – June

_____ 1/26 Option – 21 equal bi-weekly payments September – June and a lump sum

balance of contract paycheck.

Signed: _____

Print Name: _____

School: _____

Date: _____