

PAYROLL/SALARY OPTIONS

Employees who wish to have paychecks in the summer have two options available. If you do not select an option, you will automatically have Option A.

OPTION A:

Twenty-one (21) consecutive paychecks will be issued with each check representing 1/21 of the annual contract salary, commencing with the first pay date after the start of the school year. *(If you select this option, you will not receive any pay during the summer months).*

Employee Signature

Date

OPTION B:

Twenty-six (26) consecutive paychecks will be issued with each check representing 1/26 of the contract salary, commencing with the first pay date after the start of the school year. In the event there are 27 paydays, your check will represent 1/27 of your annual salary. This occurs approximately once in every 10 years.

Employee Signature

Date

PLEASE NOTE: Options can only be changed once a year by June 15th.