

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.

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.

If the 6/26 large check in June is preferred, please fill out the **Deferred Payroll Election Form**.

PLEASE INDICATE PREFERENCE BELOW, SIGN AND RETURN TO PAYROLL.

I prefer to receive my salary on the following basis:

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

Signed: _____

Print Name: _____

School: _____

Date: _____