

**PAYROLL - IRS CODE SECTION 409A**

(Adopted 4-21-08)

In accordance with IRS Code 409A, Jamestown Public School has adopted the following policy and procedures:

1. Teachers will have the option of receiving their pay in 9 or 12 monthly installments.
2. Teachers must state their payment preference in writing prior to the first day of work in the new school year.
3. Teachers that do not state their payment preference in writing prior to their first day of work in the year will automatically be paid in 9 monthly installments.
4. Once a monthly payment preference is stated, it remains in effect for the entire year. It will not be changed under any circumstance.
5. Monthly payment preferences automatically renew for future years unless a new payment preference is stated in writing prior to the first day of work in the new school year.