



East Ramapo Central School District

105 South Madison Avenue, Spring Valley, NY 10977

A Unified Community Educating the Whole Child ...

Dr. Clarence E. Ellis
Superintendent of Schools

Accounting Department

My Nguyen
Assistant Business Official

Natalie Espinal
Assistant Superintendent for Business

SALARY METHOD OF PAYMENT

(For employees who work less than a 12 month year)

I hereby request that my salary be paid in accordance with the plan checked below. This authorization shall remain in effect while I am employed in this school district unless changed by me in writing **before June 10th of any year, for implementation on the following September 1st.**

Current Payment Basis

Employee will receive an annual salary in equal installments through the work year (in most job titles, 21 paychecks, September through June).

Deferred Payment Basis

Employee (in most job titles) will receive 1/25 of annual salary each paycheck, with an additional payment of 4/25 of annual salary in the final paycheck in June.

Print Name: _____

School: _____ Position: _____

Signature: _____ Date: _____

Rev. 04/23