

**Classified Employee Form**

**Circle One:**

*Renew*      *New*



621 East 6<sup>th</sup> Street, Holtville, CA 92250

**2025-2026 Classified 12-Month Pay Form**

As per the agreement between the California School Employees Association (CSEA) Chapter 338 and the Holtville Unified School District, eligible unit members *may* elect a 12-month pay cycle under the provisions of Article 14.5 of the CSEA contract. To qualify for this provision, **unit members must submit this completed form by July 7<sup>th</sup> of the preceding year in which they would like to receive a 12-month pay cycle.**

The following will help to illustrate the effect of this **voluntary** election on the pay schedule.

**Hypothetical Pay Example**

Placement:      Rg 28, St H  
Salary:            41,976.00

<b>Month</b>	<b>11-month Pay</b>	<b>12-month Pay</b>
July 2025	-	-
August	3,816.00	3,498.00
September	3,816.00	3,498.00
October	3,816.00	3,498.00
November	3,816.00	3,498.00
December	3,816.00	3,498.00
January	3,816.00	3,498.00
February	3,816.00	3,498.00
March	3,816.00	3,498.00
April	3,816.00	3,498.00
May	3,816.00	3,498.00
June	3,816.00	3,498.00
July 2026	-	3,498.00
<b>Total Pay</b>	<b>41,976.00</b>	<b>41,976.00</b>

**Certification of Participation in the 12-Month Pay Summer Savings Program**

By signing this form, I acknowledge that I am **voluntarily** participating in the 12-Month Pay Summer Savings program. I understand that the District has made no representation as to any tax or retirement implications of this **voluntary** program.

Employee Name: \_\_\_\_\_ Position: \_\_\_\_\_ Last 4 SS: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit this form no later than July 7<sup>th</sup> to the District Office.

*This institution is an equal opportunity provider and employer*