

SALARY PAYMENT OPTION FORM

Upon employment, all teachers will select one of three salary payment options. Failure to specify an option will result in option three being assigned. The salary option chosen will continue each year unless a change in salary payment option is requested. Each year, teachers may elect to change their salary payment option by submitting a Salary Payment Option Form between May 1st and June 15th. Any change requested at that time will be in effect for the next school year. (Article VI, Section 4).

Salary Payment Options:

Option 1 Twenty equal payments during the school year beginning with the August 31st pay date.

Option 2 Twenty-four equal payments during the calendar year, with a lump payment of June 15th representing an accumulated total of summer checks.

Option 3 Twenty-four equal payments during the calendar year.

**PLEASE CHECK THE METHOD BY WHICH YOU WISH TO
HAVE YOUR SALARY PAID AND RETURN THIS FORM TO THE
PAYROLL DEPT.**

Basic Salary:

- ☐ 1. Twenty Equal Payments (August 31st through June 15th)
- ☐ 2. Twenty-four Equal Payments (with summer checks paid as a lump sum in June)
- ☐ 3. Twenty-four Equal Payments

Print full name

Signature

Date

Extra Curricular Activities:

Payments for Extra Curricular Activities that are for the school term, such as lunchroom supervision and club advisors, will be paid semi-monthly beginning September 15th, and the last payment will be made June 15th.