

SALARY ELECTION FORM

This is to notify the _____ that I have elected – beginning with the 2022-2023 school year - to have the salary for the contract year during which I actually perform services to be paid over either a 10-month or a 12-month period.

(School Department)

The payments should be made in [choose one]:

_____ equal biweekly payments (every two weeks) over a period of 10 months

_____ equal biweekly payments (every two weeks) over a period of 12 months

In the event a separation from service occurs before the end of the 12-month payment period, I will be entitled to an additional payment for the amount I have actually earned from the beginning of the 12-month pay period until the date of my separation from service, but which has not yet been paid. This additional payment will be included in my final paycheck.

This notice is irrevocable for any particular contract year once that year begins, and may not be changed or withdrawn after the beginning of the contract year in which I am working. This notice will be effective for the 2022-2023 contract year and all following school years, unless I choose to change my election. I understand that if I want to elect differently in the future, I will need to submit a new form prior to the start of that contract year.

Signature: _____ Date: _____

Print Name: _____

THIS FORM MUST BE COMPLETED BEFORE YOUR FIRST 2022 – 2023 PAY CAN BE PROCESSED; THEREFORE, PLEASE RETURN THIS FORM TO THE SUPERINTENDENT’S OFFICE AS SOON AS POSSIBLE.