

SALARY PAYMENT PLAN

TEACHER AIDES / NURSES (10-MO.)

In accordance with the BESPAs Agreement, each Teacher Aide must designate, **by July 1st**, one of the following payment plans. This selection shall remain in effect throughout the fiscal year.

Note: Employees hired on or after September 15th of the current school year will not be eligible for the twenty-five (25) installment plan (Option 1), and will automatically be set up for Option 2. If you prefer Option 1, you may select it now and payroll will hold your form to be enforced the following school year.

_____ **Option 1:** The annual salary will be divided into twenty-five (25) installments. One installment shall be paid on each pay day for twenty (20) successive pay dates. On the twenty-first (21) pay date, all the remaining annual salary due to the Teacher Aide shall be paid.

_____ **Option 2:** The annual salary will be divided into twenty-one (21) installments. One installment shall be paid on each pay day for twenty-one (21) successive pay dates.

This salary Payment Plan shall remain in effect until such time you elect a change in writing. Changes may only occur at the beginning of a fiscal year.

Employee Name: _____
(Please Print)

Signature: _____ **Date:** _____

