

SALARY PAYMENT PLAN

TEACHERS (10-MO.)

In accordance with the UBTA Agreement, each Teacher and 10-month employee must designate one of the following payment plans prior to the beginning of the school year. This selection shall remain in effect throughout the fiscal year.

Note: Employees hired on or after October 1st of the current school year will not be eligible for the twenty-six (26) 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-six (26) installments. One installment shall be paid on each pay day for twenty-one (21) successive pay dates. On the twenty-second (22) pay date, all the remaining annual salary due to the employee shall be paid.

_____ **Option 2:** The annual salary will be divided into twenty-two (22) installments. One installment shall be paid on each pay day for twenty-two (22) 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:** _____

