

New Hope-Solebury School District

To: 10 Month-Salaried Staff

From: Business Office

Date:

Re: Paycheck Distribution

At the beginning of school year, ten month salaried staff will receive their first pay on the first regular pay in September per the respective contracts. You have the choice of receiving your pay for the year in the following installments.

Please note that these pays are installments of your annual salary.

Select option:

I wish to receive twenty-two (22) pays per year (Teacher/Support) _____

I wish to receive twenty-six (26) pays per year (Teacher/Support) _____

I wish to receive twenty (20) pays per year (Teacher Only) _____

Any remaining salary will issued on the month of June.

Any employee wishing to change his/her method of pay must notify the Business Office, in writing, by July 1st for the upcoming year.

Any employee not notifying the Business Office will be put on twenty-six (26) pay schedule.

Any employee who goes on an extended leave (3 weeks or longer) and returns, the pay will be re-calculated based on days worked and may not be the same bi-weekly rate.

Any employee who returns from extended leave or new hire who begins work late in school year, the pay will be calculated in 26 pay schedule.

Signature

Date