

New Hope-Solebury School District

To: 10 Month-Salaried Staff

From: Marcia Cajeira, Business Office

Date:

Re: Paycheck Distribution

At the beginning of the school year, ten month salaried staff will receive their first pay on the first regular pay usually the last week in August per the respective contracts and payroll schedule. You have the choice of receiving your pay for the school year evenly distributed in the following installments. (Note: School year runs July 1 – June 30)

Please note that these pays are bi-weekly installments of your contracted annual salary.

Select Option:

I wish to receive twenty-two (22) pays per year. _____

I wish to receive twenty-six (26) pays per year. _____

With the 26 pays per year option, remaining salary will be paid out the last pay in June in the form of 5 equal pays.

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

Any employee who does not select an option will automatically be placed on twenty-six (26) pay schedule.

Any employee who goes on an extended leave and returns, their pay will be recalculated based on the days worked, therefore, the bi-weekly rate will not be the same.

Any employee who returns from extended leave or new hire who begins work late in the school year, the pay will be prorated based on number of days worked.

Signature

Date