UNION COUNTY PUBLIC SCHOOLS
OPTIONAL TWELVE-MONTH INSTALLMENT PAY ELECTION FORM
FOR 10-MONTH EMPLOYEES

Name (Please Print): _____ _____ ____

Last First M

Social Security (Last 4): _____ School #: _____

School Name: _____ Job Title: _____

G.S. 115C-302.1(b) provides…"An individual teacher who is not employed in a year-round school may be paid in 12 monthly installments if the teacher so requests on or before the first day of the school year. The request shall be filed in the local school administrative unit which employs the teacher. The payment of the annual salary in 12 installments instead of 10 shall not increase or decrease the teacher's annual salary nor in any other way alter the contract made between the teacher and the local school administrative unit. Teachers employed for a period of less than 10 months shall not receive their salaries in 12 installments."

Ten-month employees must file a written request in the office of the Payroll Department prior to the first day of school to request to be paid in 12 monthly installments. For the purpose of this law the first day of school is the first day teachers report to work. ***All 10-month employees should indicate the election desired and return to their principal no later than May 29, 2009. Note: Any 10-month employee who will be on a "leave without pay" must elect to receive their pay on a 10-month basis.***

ELECTION

I request that my annual salary be paid in 12-monthly installments instead of the 10 months of actual employment effective at the beginning of the next school year. I understand and acknowledge that I am electing to be paid in 12 monthly installments and will be paid 1/12 of my annual salary each pay period (August – July). I also understand that **this election is irrevocable during the year in which I elect to receive 12 monthly installments.** I further understand that this election will continue from year-to-year unless it is cancelled by one of the following methods:

1. Taking a Board approved leave of absence without pay.
2. Changing assignment or percentage of employment during the school term.
3. Retiring, resigning or being terminated during the school term.

_____ _____

Signature Date

DECLINE

I wish to decline the 12-month installment option and instead receive my pay over the 10 months of actual employment (August – May), **effective at the beginning of the next school year**. I understand and acknowledge that certain insurances will be doubled in order to provide coverage through the summer since I will not receive a paycheck during June and July to deduct insurances.

_____ _____

Signature Date