

SCHOOL DISTRICT OF COLBY EDUCATION CENTER

Patrick Galligan-Superintendent

TEACHER PAY CHECK ELECTION

Colby School District teachers may voluntarily request payment over a twelve (12) month period for service performed during the school year.

District teachers who elect to receive payment over a twelve (12) month period will receive their annual compensation over the course of the pay periods (26 paychecks) instead of over the course of the school year pay periods (23 paychecks).

I elect to receive my salary in:

26 pay periods for the calendar year.

23 pay periods for the school year.

If I choose to receive 26 paychecks a year, I understand the amount received in each paycheck will be less than if I were to select 23 paychecks throughout the school year.

I further understand that:

- After completing this form, my election will be irrevocable, and no changes will be allowed during the year.
- If I do not return this form to Payroll by August 4th I will receive the default election of 23 paychecks.
- **My election on this form (or the default election of 23 paychecks if I do not complete this form) will carry over for future school years unless I make an affirmative written election to change it by the date specified in future versions of this election form.**
- If I terminate my employment, I understand that I am then responsible for returning any and all wages paid but not earned.

Complete this form and return to Sara Uhlig at the District Office

Signature

Date

Print Name

Office Use Only: _____
Entered in Skyward