

# New Castle School District

## Teachers

### Payroll Options

A Teacher shall be paid bi-weekly and may elect to be paid under one (1) of three (3) options per the Collective Bargaining Agreement Article 18-6.1.

<u>Option</u>	<u>Description</u>
(1)	Annual salary divided by twenty-six (26) installments and paid over twelve (12) months.
(2)	Annual salary divided by twenty-six (26) installments and paid over the school year with checks representing the balance payable on the last date in June.
(3)	Annual salary to be divided into twenty (20) or twenty-one (21) installments in order that the final installment can be made prior to June 30 <sup>th</sup> .

If a Teacher wishes to change his/her payroll option, the option must be declared before February 15<sup>th</sup>. Changes may be made after that date only with the approval of the Superintendent of Schools for serious, extenuating circumstances.

Should a Teacher's contract be terminated prior to the expiration date, the Teacher must repay to the District any excess moneys, if there are any, received for teaching services not yet rendered on a per diem basis.

I have reviewed the following payment options and choose the following pay plan:

Option One (1)       Option Two (2)       Option Three (3)

Note: By signing this form you acknowledge that you have received, reviewed, understood and have been explained the contents and have had the opportunity to ask questions.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature/Date