



Lexington Public Schools

146 Maple St ♦ Lexington, Massachusetts 02420

2010-2011 TEACHER PAYROLL SELECTION OPTION

All employees under the Unit A agreement will receive their first paycheck of the 2010-11 school year on Friday September 10, 2010. For the school year, those teachers that have elected 21 pay periods will either receive 22 paychecks or 26 paychecks. These employees covered under this agreement have until August 27, 2010 (will be accepted through August 30, 2010) to return the election form choosing either 22 or 26 payments. If, after receiving written notice, an employee does not respond on or before the deadline, then s(he) will, by default, receive 26 paychecks for the 2010-11 school year.

Due by August 27

(Accepted through the end of the work day August 30 (first day of 2010-2011 Teacher School Year))

TO

Cathie Carroll, Finance Manager
Business Office

Payroll Selection:

I wish to choose the following payment plan and understand that my bi-weekly payroll does not directly reflect my contracted pay. I will be paid in full by the last school day of each school year.

22-payment plan _____
(22 equal bi-weekly payments)

26-payment plan _____
(Equal bi-weekly payments plus one lump sum payment on the last day paycheck of the school year)

Print Name: _____
(Legal Name as it appears on Social Security Card)

Signature _____ Date: _____

----- *Office Use Only:*

Employee Number: _____ Employee Job Class _____ Date of First Payroll: _____

Payroll Calculation: Employee FTE: _____

Grade _____ Step _____ Annual Amount: \$ _____ /22 = \$ _____ per payroll

Grade _____ Step _____ Annual Amount: \$ _____ /26 = \$ _____ per payroll

Date Sent to Benefits Coordinator: _____