

**CHEBOYGAN • OTSEGO • PRESQUE ISLE
EDUCATIONAL SERVICE DISTRICT**

6065 Learning Lane
(231) 238-0394

Indian River, MI 49749
(231) 238-8551 (fax)



NUMBER OF PAYS ELECTION

EMPLOYEE NAME: _____

- I would like my school year contract to be paid in 21/22* equal pays, *through the first pay in June.*
- I would like my school year contract to be paid in 26/27* equal pays, *through the last pay in August.*
- I would like my **fiscal** year contract to be paid in 26/27* equal pays, *from July through June. (12-month contracts, i.e. Admin, Finance, Administrative Support, Technology staff)*

STIPULATIONS:

- This election of salary payment is irrevocable once the work period begins. (1st day of work for the new school year)
- This election of salary payment will remain in place indefinitely until the employee elects a change of salary payment in writing prior to the start of the school year to which the change applies.

Employee signature: _____ Date: _____

* Note: 22 / 27 pays will happen once every seven (7) years or so. Please refer to the payroll calendar to see if it is happening this year.