

TO: CERTIFICATED & CLASSIFIED PERSONNEL **2024-2025**
FROM: PAYROLL
RE: **TWELVE MONTH PAY OPTION FOR EMPLOYEES**

The County Department of Education has made available a twelve-month pay option to employees of requesting school districts.

It will be handled through the voluntary deduction process as a 1/12 deduction of gross pay. The deduction will be put into a trust fund administered by the County Superintendent of Schools. No interest will be paid to participating employees for funds held on deposit.

Employees should be aware they could currently set up this same process with their credit union and earn interest on their funds.

ONCE YOU SELECT THIS OPTION YOU WILL BE UNABLE TO MODIFY YOUR CHOICE PRIOR TO AUGUST 1, 2025.

THIS FORM SHOULD BE RETURNED TO THE PAYROLL OFFICE BY AUGUST 7, 2024.

I hereby request my contracted salary to be made in twelve monthly payments beginning August 31, 2024 and ending July 31, 2025.

I hereby authorize a voluntary deduction in the amount of 1/12 of my gross pay, which will be placed into a fund administered by the County Superintendent of Schools.

I will receive this deferment the last work day of July. If participation in the summer pay process begins at sometime after the August payroll, a correspondingly smaller payment will be received for July.

I am aware that I will not receive interest for amounts held on deposit in my account.

I am aware that early withdrawal of the funds is only possible upon termination of employment.

SIGNED _____ DATE _____

PRINT NAME _____

SOCIAL SECURITY NUMBER _____

I choose to decline participation at this time.

SIGNED _____ DATE _____

PRINT NAME _____