

**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. (1<sup>st</sup> 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.