

WILKES-BARRE AREA SCHOOL DISTRICT

Salary Payment Options - Selection Sheet

By checking "OPTION A" or "OPTION B" choose which method of payment you wish to receive. Please sign and return forms to the PAYROLL OFFICE by MAY 15.

OPTION A

(20 pays - paid from September through June)

Salaries shall be paid to employees in equal installments from September through June on the 10th & 25th of each month. If the 10th or the 25th shall fall on a Saturday, the employees shall be paid on Friday; if on a Sunday, the employees shall be paid on Monday; and if on a holiday, the employees shall be paid on the day after the holiday.

OPTION B

(24 pays - paid from September through August)

Salaries shall be paid to employees in equal installments from September through August on the 10th & 25th of each month. If the 10th or the 25th shall fall on a Saturday, the employees shall be paid on Friday; if on a Sunday, the employees shall be paid on a Monday; and if on a holiday, the employees shall be paid on the day after the holiday.

Employee Name (printed) _____

Employee Signature _____

* ARTICLE XII, SECTION 2 of the 2009-2013 Collective Bargaining Agreement serves as basis for this option. It also states: "*If the employee does not indicate a change, the method of payment will remain constant.*"

Changes can only be made on a yearly basis.