

METHOD OF PAYMENT FORM FOR CERTIFIED STAFF

Salaried employees whose contract term is less than 12 months have two options in receiving their pay. The form below is used to indicate which of two options you prefer.

BALANCE METHOD

First pay is for actual days worked

Remaining biweekly pays are equalized

Final payday equals 5 of the biweekly equalized pays (4 for Dept. Specialists and Air Force JROTC, and 3 for Army JROTC, Deans, and Team Leaders)

A late start will affect the number of equalized pays on the final payday.

This option gives you less per paycheck.

You will receive a lump sum paycheck on the next regular paycheck following the end of your contract term.

Choose this option if you wish to have money held back for the summer months.

EQUAL METHOD

First pay is for actual days worked

Teachers: Biweekly is remaining contract amount ÷ 22

Teachers or Counselors New to Mesa (TNM & CNM): Biweekly is remaining contract amount ÷ 22

Teachers or Counselors New to Teaching/Counseling (TNT & CNC): Biweekly is remaining contract amount ÷ 23

Psychologists and SLPs: Biweekly is remaining contract amount ÷ 22

Dept. Specialists and Army JROTC: Biweekly is remaining contract amount ÷ 23

Air Force JROTC: Biweekly is remaining contract amount ÷ 22

Deans and Team Leaders: Biweekly is remaining contract amount ÷ 24

This option gives you more per paycheck.

At the end of your contract term, all monies earned will have been paid.

Choose this option if you wish to receive your salary as it is earned, with no money held back for the summer months.

Any late starts or unpaid leave of absences will affect your distribution.

The method of payment you choose cannot be changed during a contract year. Changes for the following year must be made no later than two (2) weeks prior to the contract start date. Changes will only be made when a new form is submitted, authorizing the change.

If you do not choose a payment method, you will receive your salary in EQUAL payments.

This form is available on the Human Resources website, under Staff Resources on the Forms page.

MESA PUBLIC SCHOOLS METHOD OF PAYMENT FORM CERTIFIED STAFF

Name: _____

Employee Identification No.: _____ School/Department: _____

I wish to receive my pay as follows:

BALANCE METHOD

Your contract amount will be paid with a reduced biweekly amount, saving money for the summer months. All salary dollars not paid out during the year will be paid to you in a lump sum check on the next regular paycheck following the end of your contract term.

EQUAL METHOD

Your first pay will be for actual days worked. Your remaining contract amount will be paid equally on a biweekly basis over the length of your contract. With this option, NO money will be withheld for the summer months.

This form will determine your method of pay for the duration of your employment unless a new form is submitted authorizing a change. Changes will only be made at the start of a new school year. Forms will be sent upon request and are due in Human Resources two weeks prior to the contract start date.

Signature: _____ Date: _____