

# SMALL WONDERS INSTRUCTOR PAYROLL PAY OPTION FORM

FROM: Business Office/Payroll  
RE: Payroll Pay Options

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The Agreement Between ISD #194 and Small Wonders Instructor contract states:

- Full-time Small Wonders instructors will have the option of either twenty-four (24) LUMP plan OR the option of twenty-four (24) MULTIPLE equal pay periods.
- Exception: Part-time Small Wonders instructors will be paid hourly by timesheet.

This will be the only time you need to fill out this form unless you elect to change options. NOTE: If you wish to change options in future years, employees must state their choice **prior to June 1<sup>st</sup>**.

**If this form is not returned by the first regular working day, you will be paid under the twenty-four (24) lump pay plan. This will not be subject to change until the following contract year.**

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## ***NINE-MONTH EMPLOYEE***

\_\_\_\_\_ I wish to have my salary paid under the twenty-four (24) LUMP pay option. 24 equal installments from September 15<sup>th</sup> through June 30<sup>th</sup>, with the last five installments paid in advance with the June 30<sup>th</sup> payroll check.

Ex: Hourly rate X hours per day X days per year ÷ 24 = pay amount  
\*\*June 30<sup>th</sup> check will be pay amount X 5

\_\_\_\_\_ I wish to have my salary paid under the twenty-four (24) MULTIPLE pay option. 24 equal installments from September 15<sup>th</sup> through August 31<sup>st</sup>. You will receive paychecks through the summer.

Ex: Hourly rate X hours per day X days per year ÷ 24 = pay amount

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Name (please print) \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Location \_\_\_\_\_