

FAIRFIELD PUBLIC SCHOOLS

TO: 10 and 10.5 Month Support/Info-Tech Staff

FROM: Payroll Department

DATE: May 19, 2015

SUBJECT: Pay Plan Options: 2015 - 2016

The Agreement with the Board of Education provides for the selection of payment of annual salary by either a twenty-two (22) pay plan (September – June) or a twenty-six (26) pay plan (regular school year plus July and August).

**ALL 10 AND 10.5 MONTH EMPLOYEES ARE PAID ON THE 22 PAY PLAN
UNLESS OTHERWISE REQUESTED.**

If the twenty-six (26) pay plan option is desired, or you wish to **change back** to the twenty-two (22) pay plan option, please complete the form at the bottom of this page.

**NO ACTION IS NECESSARY FOR THOSE WHO WANT TO CONTINUE ON
THEIR CURRENT PAY PLAN OPTION.**

DUE DATE: **AUGUST 17, 2015**

SUPPORT STAFF

**COMPLETE FORM, THEN PRINT AND SIGN IT ONLY IF YOU ARE REQUESTING
A CHANGE IN YOUR PAY OPTION.**

Return **ORIGINAL** to: Susan Bielicki or Lynne Champnois
PAYROLL OFFICE
501 KINGS HIGHWAY EAST, SUITE 210
FAIRFIELD, CT 06825

I elect the checked plan to commence in September 2015.

22 PAY PLAN

26 PAY PLAN

SIGNED: _____

PRINT NAME: _____

MUNIS ID #: _____

Your ID# is on your paystub and on your ID badge.