

FAIRFIELD PUBLIC SCHOOLS

TO: Secretarial Staff

FROM: Payroll Department

DATE: May 19, 2015

SUBJECT: Pay Plan Options: 2015 - 2016

The Agreement with the Fairfield Association of Educational Secretaries 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 10.5 MONTH SECRETARIAL STAFF 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 WISH TO CONTINUE ON THEIR CURRENT PAY PLAN OPTION.

DUE DATE: AUGUST 17, 2015

SECRETARIAL

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.