ALEXANDER COUNTY SCHOOLS
OPTIONAL 12-MONTHLY INSTALLMENT PAY ELECTION

Name (Please Print): _____ _____ ____
Last First M

Social Security (Last 4): _____ School #: _____

School Name: _____ Job Title: _____

G.S. 115C-302.1(b) provides…"An individual teacher who is not employed in a year-round school may be paid in 12 monthly installments if the teacher so requests on or before the first day of the school year. The request shall be filed in the local school administrative unit which employs the teacher. The payment of the annual salary in 12 installments instead of 10 shall not increase or decrease the teacher's annual salary nor in any other way alter the contract made between the teacher and the local school administrative unit. Teachers employed for a period of less than 10 months shall not receive their salaries in 12 installments."

ELECTION

I request that my annual salary be paid in 12-monthly installments instead of the 10 months of actual employment effective at the beginning of the next school year. I understand and acknowledge that my monthly salary will be reduced by 16 2/3 percent each month for 10 months of employment and that this will be paid in June and July of the following year. I also understand that **this election is irrevocable during the year in which I elect to receive 12 monthly installments.** I further understand that this election will continue from year-to-year unless it is cancelled by one of the following methods:

1. Taking a Board approved leave of absence without pay.
2. Changing assignment or percentage of employment during the school term.
3. Retiring, resigning or being terminated during the school term.

_____ _____
Signature Date

CANCELLATION

I wish to cancel my 12-month installment option and instead receive my pay over the 10 months of actual employment, **effective at the beginning of the next school year**. I understand and acknowledge that certain insurances will be doubled in order to provide coverage through the summer since I will not receive a paycheck during June and July to deduct insurances.

_____ _____
Signature Date