



# COLUMBUS COUNTY SCHOOLS

Accredited by the State Board of Education and the Southern Association of Colleges & Schools

## BOARD OF EDUCATION

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Assistant Superintendent

### OPTIONAL 12-MONTH INSTALLMENT PAY ELECTION

Name (print) \_\_\_\_\_  
Last First M

Social Security (last 6 digits): \_\_\_\_\_ School #: \_\_\_\_\_

School Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

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

If, after careful consideration, you want to be paid in 12 installments or to terminate your current installment contract, complete and return this form to the finance office on or before the first day of the new school year. No requests will be allowed after this date.

### 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 of the current school year 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.
4. Employee electing to cancel the installment option.

\_\_\_\_\_  
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 new school year**.

\_\_\_\_\_  
Signature Date