



BINGHAMTON CITY SCHOOL DISTRICT PERSONNEL OFFICE

If your annual pay is already being distributed in the manner you desire, you do not need to submit this form. Only 10 month employees wishing to change the option for the 2020-2021 school year need to fill this out.

Print Name: _____

10 MONTH EMPLOYEES' SALARY PAYMENTS OPTION FOR 2020-2021

Option 1

_____ I hereby elect to receive my 2020-2021 salary under OPTION ONE (1), which provides equal payments for the first 21 payments and a final June payment equivalent to 1 regular payments (**22 checks**). I agree that my choice may NOT be changed during the school year.

Option 2

_____ I hereby elect to receive my 2020-2021 salary under OPTION TWO (2) which provides equal payments for the first 21 payments and a final June payment equivalent to 5 regular payments (**26 checks**). I agree that my choice may NOT be changed during the school year.

Please note: If you sign up for Option 2 (26 checks) and take an extended unpaid leave during the school year, you will be put on Option 1 (22 checks) for the remainder of the school year, upon your return to work.

Signature: _____

Date: _____

IF YOU WISH TO CHANGE YOUR CURRENT CHECK OPTION, PLEASE RETURN THIS FORM TO PAYROLL, NO LATER THAN JUNE 1, 2020.

The completed form can be sent through school mail to Debby Theleman – CBO Payroll or scanned and emailed to dthelema@btboces.org.