

## NEW TEACHER SPECIAL PAYCHECK

In the event that school opens after Labor Day, new teachers may, upon written request on a form provided by the Personnel Office, be paid in thirteen (13) installments instead of the normal twelve (12). To receive this payment, the Special Paycheck Form and all necessary employment forms must be submitted to the Personnel Office by the date on the Special Paycheck Form. The first installment will be in the amount of \$1,000.00 to be paid the last payday in August. Subsequent installments will be based on the annual salary minus the first installment. If in the event the teacher leaves the division without working sufficient days to equal the August installment, then the employee must repay the difference.

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