



DO NOT RETURN THIS FORM UNLESS THERE IS A CHANGE FROM LAST YEAR

FACULTY PAY OPTION

Bishop State extends a 12-month Pay Option to Salary Schedule D-1 employees (includes Instructors, Counselors, and Librarians) under 9-Month contracts. This option is offered at the beginning of each academic year and will remain in effect until a change is submitted. Please indicate by initial below the basis on which you wish to be paid.

9-Month _____

12-Month _____

I understand that once I have indicated the basis on which I wish to be paid, no change can be made during the current fiscal year. I further understand it is my responsibility to see that my optional payroll deductions are paid should I choose a 9-Month pay basis and not work summer.

Print: _____

Signature: _____

Date: _____

A#: _____

THIS FORM MUST BE RETURNED TO HUMAN RESOURCES BY AUGUST 18, 2021.

If a form is not received by August 18, 2021, your split will remain the same.