



**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 THE 15TH.**

**If a form is not received by the 15th of the month, your split will remain the same.**