

# Mendocino County Office of Education

Paul A. Tichinin, Superintendent of Schools

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## \* S A M P L E \*

July 30, 2003

TO: Employee Name

FROM: Vicki Todd, Associate Superintendent  
Business Services

SUBJECT: Paycheck Options for 10- or 11-Month Employees

I understand that I have two options for receiving paychecks for the 2003-2004 school year.

### OPTION 1

\_\_\_\_\_ I am requesting to receive 12 equal monthly paychecks for working an 10-month contract over 12 months. I agree that I will not take more than one-half of my available off-duty days and 2003-2004 vacation days during the first six months of the fiscal year. I further agree that I will work at least 10 days within each month of the 2003-2004 school year.

### OPTION 2

\_\_\_\_\_ I am requesting to be paid as I earn my wages and not to have my paychecks averaged over 12 months. My paychecks will be docked monthly for the off-duty time taken during the previous month.

By signing below, I am agreeing to the option I have marked. If I do not sign and return this agreement to Vicki Todd by August 15, 2003, I understand that I have chosen option 2 automatically. I also acknowledge that I must submit a work schedule for the 2003-2004 school year to my Division Head immediately.

I understand that if I terminate my employment prior to June 30, 2004, I will be docked on my final paycheck for any salary that I have not earned.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date