

	<b>Huron School District #2-2</b>	Code: DMA-N Payment Procedures for Certified Employees
	Policies and Regulations	

### **Payment Procedures for Certified Employees**

Certified employees shall elect to be paid on a twelve-month (12) or on a ten-month (10) schedule. The election shall be made on a form provided by the business office.

Teachers new to the district will have a thirteen-month (13) payment option.

Certified employees shall make an election in writing and deliver the election to the Business Manager on or before August 1 of the year prior to the year for which the election is being made. The August 1 date also applies to newly-hired certified employees.

Certified employees who fail to notify the Business Manager in writing on or before August 1 will be paid on a twelve-month schedule.

Certified employees do not have to make an election every year, an employee's election shall remain in effect until the employee elects to change it. Changes must be made in writing and delivered to the Business Manager on or before August 1 of the year prior to the year for which the election is being changed.

Exception: Certified employees who qualify for and intend to retire at the end of contract, may (at any time) elect to be paid on a nine-month (9) schedule. In applying for this option, the employee is agreeing that his/her final payment will be in the form of a "paper check" and held in the business office until completion of contracted days and clearance from their building administrator.