



PITTSBURG UNIFIED SCHOOL DISTRICT

Classified Employee - Monthly Pay Agreement For Employees Working Less than 12 months per year

I voluntarily request for the 20____ - 20____ school year that my salary be paid in:

Twelve (12) installments during the school year **WITH** benefit of "Summer Fund" withholding. This agreement CANNOT be changed during a contractual school year.

10 - 11 Month Employees -- I understand that I will not receive a pay warrant during the months of July and August. If I elect this "option", I will receive three pay warrants in the month of June. Additionally, if I have voluntarily authorized the Payroll Office to take monthly deductions for any voluntary benefits or other non-benefited items, I will personally make the necessary arrangements for any payment required during the months of July and August.

The Pittsburg Unified School District will not be held responsible or liable for my failure to remediate these payments during the month of July or August.

I understand that signing below, this agreement will remain in effect unless and until I sign and date a request for change in pay arrangements by June 1, 20____ (end of school year).

Employee Signature

Date

Print Name

Employee Identification Number

Summer Fund % Amounts
Classified 10 MO - 16.6666% (Ded Code 9982) / Classified 11 MO – 9.1666% (Ded Code 9983)

Payroll / HR Use:
Deduction Code _____ Entered Date: _____ Entered by: _____ Page 1