



**School District of Manatee County
Compensation Election Form**

Employee Name _____
Please Print

Employee # _____ Employee Title _____

School Location _____

Eligible Employees

Teachers, Teacher Assistants, and Teacher Aides (Paras) who work either a 10 or 11-month contract.

Please Note:

All teachers and paras will default to the 26 Pay Check Option/Pay Over Summer.

For current teachers and paras please return this form to HR Personnel Services Department by fax (941) 708 - 8878 or email hr@manateeschools.net no later than June 25th, 2020.

For new teachers and paras, the change to the 22 Pay check Option must be made prior to the first day worked.

Check One Below:

----- ***22 Pay Check Option***

Teachers/Paras selecting this option will be paid out over the work year in 22 pay checks (August-June).

----- ***26 Pay Check Option/Pay Over Summer (Current default process)***

Teachers/Paras selecting this option will be paid the summer monies on a bi-weekly basis throughout the summer. Employees receive 26 checks every other week.

----- ***26 Pay Check Option/Lump Sum Pay in the last Pay Check***

Teachers/Paras selecting this option will be paid in 26 checks on a bi-weekly basis with the last 5 checks paid in a lump sum on the last pay check of the work year.

I understand that this agreement will remain in effect permanently, or until I cancel this agreement in writing at the end of the school year.

Employee Signature: _____ Date: ____/____/____

PLEASE RETURN THIS FORM TO THE HR PERSONNEL DEPARTMENT BY FAX (941) 708-8878 OR EMAIL hr@manateeschools.net NO LATER THAN JUNE 25th, 2020.