

**FAIRFIELD PUBLIC SCHOOLS**

**TO:** Certified Staff

**FROM:** Doreen Munsell  
Director of Finance

**DATE:** May 10, 2013

**SUBJECT: Pay Plan Options: 2013 - 2014**

The formal Agreement with the Fairfield Education Association provides that the Board of Education shall allow any member of the certified staff to select payment of annual salary in one of the following manners:

1. 22 PAY PLAN (September – June)
2. 26 PAY PLAN (Regular school year plus July and August)
3. 21 PAY PLAN, plus a 22<sup>nd</sup> check which represents 5/26ths of the annual salary

**ALL CERTIFIED STAFF MEMBERS ARE PAID ON THE 22 PAY PLAN (OPTION #1) UNLESS OTHERWISE REQUESTED.**

If plan #2 or #3 is desired or you wish to **change back** to the twenty-two (22), please complete the form at the bottom of this page.

**NO ACTION IS NECESSARY FOR THOSE WHO WISH TO CONTINUE ON THEIR CURRENT PAY PLAN OPTION.**

**\*\*THIS IS THE ONLY TIME DURING THE YEAR WHEN THIS CHANGE MAY BE MADE. YOUR SELECTION IS FINAL FOR THE YEAR\*\*.**

-----  
**DUE DATE: AUGUST 14, 2013** **CERTIFIED**

**COMPLETE FORM, THEN PRINT AND SIGN IT ONLY IF YOU ARE REQUESTING A CHANGE IN YOUR PAY OPTIONS.**

Return **ORIGINAL** to: Susan Bielicki or Lynne Champnois  
PAYROLL OFFICE  
501 KINGS HIGHWAY EAST, SUITE 210  
FAIRFIELD, CT 06825

I elect the checked plan to commence in September 2013.

**22 PAY PLAN (September – June)**

**26 PAY PLAN (Regular school year plus July and August)**

**21 PAY PLAN (plus a 22<sup>nd</sup> check which represents 5/26ths of the annual salary)**

SIGNED: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

MUNIS ID#: \_\_\_\_\_

Your ID# is on your paystub and on your RX Card prefaced by 5 zeros.