

FAIRFIELD PUBLIC SCHOOLS

TO: Paraprofessional Staff

FROM: Doreen Munsell
Director of Finance

DATE: May 10, 2013

SUBJECT: Pay Plan Options: 2013 - 2014

The Agreement with the Fairfield Educational Paraprofessional Association provides for the selection of payment of annual salary by either a twenty-two (22) pay plan (September – June) or a twenty-six (26) pay plan (regular school year plus July and August).

ALL PARAPROFESSIONAL STAFF ARE PAID ON THE 22 PAY PLAN UNLESS OTHERWISE REQUESTED.

If the twenty-six (26) pay plan option is desired, or you wish to **change back** to the twenty-two (22) pay plan option, please complete the form at the bottom of this page.

NO ACTION IS NECESSARY FOR THOSE WHO WANT 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

PARAPROFESSIONAL

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 Shampnois
PAYROLL OFFICE
501 KINGS HIGHWAY EAST, SUITE 210
FAIRFIELD, CT 06825

I elect the checked plan to commence in September 2013.

22 PAY PLAN

26 PAY PLAN

SIGNED: _____

PRINT NAME: _____

MUNIS ID #: _____

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