

**FAIRFIELD PUBLIC SCHOOLS**

**TO:** Secretarial Staff

**FROM:** Doreen Munsell  
Director of Finance

**DATE:** May 10, 2013

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

The Agreement with the Fairfield Association of Educational Secretaries 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 10.5 MONTH SECRETARIAL 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 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**

***SECRETARIAL***

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

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

26 PAY PLAN

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

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

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

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