

**PAYROLL CHECKS FOR TEACHERS WHO ARE TRANSFERRING TO OR
FROM YEAR-ROUND SCHOOLS**

Traditional school contracts paid on a 12-pay basis run September through August.
Year-round school contracts run August through July.

Therefore, teachers transferring from traditional schools to year-round schools who are paid in 12 pays will receive a double payment in August; one for the previous contract year and one for the current contract year.

Teachers transferring from year-round schools to traditional schools will not receive a check in August since their contract payments for the current year end in July and the new contract payments will not begin until September. A 13-month pay option is available for those employees transferring from year-round to traditional schedules. Paperwork is available in the Human Resource Department and should be submitted no later than July 31. (The contract amount is divided by 13 instead of 12 and paid out over a 13-month period.)