

**HAMBLEN COUNTY SCHOOLS  
PAYROLL - SPECIAL PAY SCHEDULES**

Salary Payments

Please indicate your choice of payment below:

\_\_\_\_\_ I desire my salary payments in 10 checks.

\_\_\_\_\_ I desire my salary payments in 12 checks.

Career Ladder Payments

Please indicate your choice of payment below:

\_\_\_\_\_ I desire my career ladder payments in two equal checks.

\_\_\_\_\_ I desire my career ladder payments in 10 equal checks (applies only if salary payments are in 10 checks).

\_\_\_\_\_ I desire my career ladder payments in 12 equal checks.

Extracurricular Supplements

Please indicate your choice of payment below:

\_\_\_\_\_ I desire my supplement to be paid in 12 equal checks.

\_\_\_\_\_ I desire my supplement to be paid in one lump sum at the end of the extracurricular activity.

All forms for selection must be returned to the business office by September 1. Forms not returned by this date will result in the following:

- individual receiving salary payment in 12 checks
- career ladder payment in two checks
- elementary supplement payment at end of activity
- high school supplement payment in 12 equal checks

These selections will be in effect for the entire school year and thereafter until changed by the employee or if the options change. All changes will be in effect at least one year.

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_