

GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD
PAY SCHEDULE REQUEST FORM
Educational Support Staff-OSSTF

All ESS will be paid in accordance with **OPTION 1**. If you wish to be paid in accordance with **OPTION 2**, (or wish to switch your pay schedule back to Option 1) please submit this form to the Human Resources Department no later than May 15th in order to be effective the upcoming school year.

OPTION 1

- Employees will be paid on a bi-weekly pay schedule

OPTION 2

- Beginning the first pay in September employees shall be deducted 12.5% per bi-weekly pay.
- Monies withheld shall be paid on the last pay in June.
- Monies withheld shall not be paid at any other time than the last pay in June, unless the employee is removed from pay
- If an employee is removed from pay for any reason (ie) Leave of Absence money withheld shall be paid out. In the event an employee is removed from pay and has an overpayment of salary, such overpayment will be processed and deducted from any applicable withheld refund.
- During the course of the school year the employee is not permitted to change the pay schedule.

Name _____ School _____
(Please print)

I.D. _____

I wish to receive my pay in accordance with;

** Please note the pay option type selected on this form will continue each year until another Pay Schedule Request Form is submitted requesting the alternate option.

OPTION 1

OPTION 2

Signature _____ Date _____

PLEASE RETURN FORM TO:

Natalie Keirl, Human Resources Officer – Educational Support Staff