

NOTICE OF HOW EMPLOYEES WHO WORK LESS THAN 12 MONTHS
ARE TO BE PAID

The Waynesboro school division requires 10 month and 11 month contract employees to be paid over 12 months regardless of the fact that he or she will actually work over a shorter time period.

Twelve equal monthly payments of the annual contract salary will be paid beginning on August 30th each school year.

In the event that a separation from service occurs before the end of the 12-month payment period, the employee will be entitled to an additional payment for the amount actually earned from the beginning of the 12-month pay period until the date of separation from service which has not yet been paid. This additional payment will be included in the employee's final paycheck. For this purpose, "separation from service" has the same meaning as that term is defined in section 1.409A-1(h) of the Treasury Regulations.

Adopted: July 12, 2016
