

Kamiah Joint School District #304

PERSONNEL

5815F

Notice of Salary Payments for Ten-Month Employees

WRITTEN NOTICE OF HOW 10-MONTH EMPLOYEES ARE TO BE PAID

This letter notifies _____ (name of school employee) that the Kamiah Joint School District #304 requires that you be paid your annual salary over 12 months regardless of the fact that you will actually work over a shorter time period. Specifically, you will receive:

12 equal monthly payments of \$ _____ (dollar amount of each payment) beginning on _____ (date).

If I am scheduled to receive payments in a form that includes a lump sum payment in June encompassing all remaining payments due for June, July, and August or the final 3 months of the 12-month payment period, the employer shall retain full discretion to pay the amount of this lump sum in the form of equal monthly payments over the final 3 months of the 12-month payment period.

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