



Salary Plan for Classified Personnel

**Classified Personnel Serving Less Than 12 Months Each Year
Requesting Withholding OR Withholding to be Refunded.**

You may select one of the following methods of payment of your annual salary. Please check the method of payment you wish.

- I choose to have 1/6 withholding taken out of my monthly pay warrant (after taxes and retirement). The 1/6 withholding will be payable July 31st and August 31st.

OR

As an 11-month employee, I choose to have 1/12 withholding taken out of my monthly pay warrant (after taxes and retirement). The 1/12 withholding will be payable July 31st.

- I choose to opt out of this program and to have my withholding refunded to me as soon as possible.*

*For the first year of implementation, there will be only one opt-out option allowed, and no refund checks will be distributed in December 2006.

Name (Please Print)

Signature

Social Security Number

Date