



860 N US Hwy 231
Ozark, Alabama 36360
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10 MONTH EMPLOYEES

PAY CYCLE

Certain positions are considered 10-month positions due to the responsibilities they have at the beginning and end of school or due to activities they have during the summer or holidays due to coaching. All 10-month employees are paid on an August to July pay cycle. If you ever transfer to a 9-month employee you will have to go the 9-month pay cycle, which is September to August. This means you will not receive a check in August of the year you change. If this does happen, you will be given the option to have your checks spread over 13 payments instead of 12 so you can receive a check in August.

Please sign acknowledging you were given this information:

Name Printed: _____

Signature: _____

Date: _____