



**Carlsbad Unified School District**

6225 El Camino Real • Carlsbad, CA 92009  
(760) 331-5000 • (760) 431-6707

*...a world class district*

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## **Memo**

**To:                   Certificated Employees**

**From:                Payroll Department**

**Re:                   10/12 Pay Plan**

**Date:                 September 7, 2011**

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We would like to ensure that all Certificated Personnel has the proper information regarding the 10/12 Pay Plan, so we are providing some useful information to keep handy during those summer months.

If you are choosing to enroll in the 10/12 Pay Plan you will have 16 and 2/3's percent deducted from your net monthly salary each month. These funds are held in a separate account, in which does not offer direct deposit.

Your two summer checks are distributed on the last business days of July and August after 10:00am. We do not mail any checks out, unless you provide us with two self addressed stamped envelopes to mail them out for you on payday.

If you have any questions regarding this memo please feel free to contact the Payroll Department.

Thank you.

**CARLSBAD UNIFIED SCHOOL DISTRICT**  
Carlsbad, California  
July 25, 2011

**TO: All Certificated 10-Month Employees**  
**FROM: Devin Vodicka, Assistant Superintendent, Business Services** *DV*  
**SUBJECT: Twelve (12) Month Payroll Plan**

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During the 2011/2012 school year, the District will continue to offer the option of a ten (10) month or twelve (12) month payroll plan to certificated-ten (10) month employees.

**Ten (10) Month Pay Plan**

The ten (10) month payroll plan provides that you will be paid one-tenth of your yearly salary on the last work day of each month beginning in September 2011 and ending on June 30, 2012.

**Twelve (12) Month Pay Plan**

The twelve (12) month payroll plan provides that your salary will be paid in twelve equal installments. To facilitate this, your net monthly salary will be deducted by 16-2/3's percent each month, and this amount will be placed in trust by the San Diego County Office of Education. You will receive your net monthly salary less 16-2/3's percent of that monthly salary beginning on the last day of September 2011 and ending June 30, 2012. On the last work-day in July and August 2012, you will receive two equal payments from the money you have accumulated in trust.

Once a 10-month employee begins the twelve (12) month pay plan, he/she **may neither withdraw from the plan nor have access to the accumulated funds** that were withheld from his/her salary during the school year. **YOUR JULY AND AUGUST CHECKS WILL NOT PROCESS AS A DIRECT DEPOSIT UNDER ANY CIRCUMSTANCES. YOU MAY LEAVE A SELF-ADDRESSED STAMPED ENVELOPE FOR YOUR CHECK TO BE MAILED.**

Carefully read the options above, check your preference at the bottom of this form, and *return to the District Office, Payroll Department. If the District Office does not receive notification by September 9<sup>th</sup> 2011, you will be placed on the ten (10) month payroll plan.*

If you are on the twelve (12) month payroll plan and wish to continue during the 2011-2012 school year, you still must indicate that preference by completing this form authorizing the District to notify the San Diego County Office of Education to deduct and hold in trust 16-2/3's percent of your net salary during the 2011-2012 school year.

Having read all of the information pertaining to the salary payroll plan options for the 2011-2012 school year, I want to be paid in:

\_\_\_\_\_ ten (10) monthly

\_\_\_\_\_ twelve (12) month installments

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
ID #

\_\_\_\_\_  
DATE

**THIS FORM MUST BE RETURNED TO PAYROLL AT THE DISTRICT OFFICE BY SEPTEMBER 9<sup>th</sup>, 2011**