

# BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

PO Box E  
One Sunset Hill Road  
Blairstown, New Jersey 07825

**Mark Saalfeld**  
*Superintendent*

**Molly Petty**  
*School Business Administrator*

Phone (908) 362-8536 Fax (908) 362-9638

Memo to: All BEA Members  
From: Molly Petty  
Date: June 1, 2018  
Re: Twelve-Month Pay Option (Summer Pay)

If you want to request the 12-month pay option for the 2018-19 school year, with one paycheck issued on July 15, 2019 and one on August 15, 2019, please sign off below and return it to my office by June 20, 2018. If you do not wish to exercise this option, there is no need to do anything.

By selecting this pay schedule, you will be directing us to withhold 10% of your salary each pay and giving it back to you over the following summer. Additionally, you will still be treated as a ten-month employee by the NJ Division of Pensions. This means that no pension deductions of any kind (loans, purchases, back deductions, etc.) will be withheld from your two summer checks. Also, all of the taxes and other deductions will only be withheld during the usual ten months of payroll. This means that you will be receiving half of the amount withheld during the school year on July 15, and half on August 15.

Please call or stop in my office if you have any questions about this option. Thank you.

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Name \_\_\_\_\_

Please withhold ten percent of my contract pay from my September–June checks and pay me over 12 months for the period September 1, 2018 – August 31, 2019.