



Lexington Public Schools

146 Maple St ❖ Lexington, Massachusetts 02420

ASSOCIATION OF LEXINGTON ADMINISTRATORS (ALA) PAYROLL FREQUENCY SELECTION OPTION

Due annually by May 1.

Per the ALA contract:

Administrators (excluding Category I) will receive 26 bi-weekly paychecks per annum – 21 paychecks with a balloon payment of 5 paychecks in the last payroll of the school year. Upon completion of three years of consecutive service, Category II - VI employees will be eligible to be paid 26 equal installments over 12 months, aligning with the term of the contract (July 1 to June 30) should they elect to do so.

Once a plan has been chosen it has to remain in effect for the current school year. Please submit the signed request anytime before May 1 to change for the following school/contract year, to

Central Administration Building - Finance Office

Payroll Selection:

I wish to choose the following payment plan and understand that my bi-weekly payroll does not directly reflect my contracted pay. I will be paid in full by the last school day of each school year.

26-equal payment plan _____
(26 equal bi-weekly payments paid over 12 months – July to June)

26-balloon payment plan _____
(21 equal bi-weekly payments plus one lump sum payment on the last paycheck of the school year)

Print Name: _____
(Legal Name as it appears on Social Security Card)

Signature _____ Date: _____

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Office Use Only:

Employee Number: _____ Employee Job Class _____ Date of First Payroll: _____

Payroll Calculation: Employee FTE: _____

Grade ____ Step ____ Annual Amount: \$ _____ /22 = \$ _____ per payroll

Grade ____ Step ____ Annual Amount: \$ _____ /26 = \$ _____ per payroll

Date Sent to Benefits Coordinator: _____