



CECIL COUNTY PUBLIC SCHOOLS

DEPARTMENT OF HUMAN RESOURCES

George Washington Carver Education Leadership Center
201 Booth Street • Elkton, MD 21921

Serving Learners, Families, and the Community

Human Resources Department • 410-996-5555 • FAX 410-996-1051 • www.ccps.org

Rev. 05/2020

Optional 12 Month Pay Plan – Continuous Authorization
For: (10-month, 10.5-month and 11-month employee groups)
Effective School Year _____

1. Cecil County Public Schools agrees to pay bi-weekly the employee's annual salary in equal installments.
2. I understand the optional plan is a continuous authorization. It does not require renewal each year.
3. I understand the optional plan is irrevocable throughout the fiscal school year. Should I decide to discontinue this option for a subsequent fiscal school year, I will complete the form with the decline option and send to the Human Resources Department by June 30.
4. I understand that direct deposit and optional payroll deductions cannot be changed after the June deadline for the pays issued during July and August.

ACCEPT

DECLINE

Name (Please Print)

School Assigned

Signature

Employee ID #

Date

Our Mission: *CCPS serves equitably through positive relationships as a safe, collaborative community. We will ensure all learners acquire the knowledge, skills, and qualities to be responsible, caring, and ethical citizens.*