SEATTLE COLLEGES
Central · North · South · SVI

FACULTY PAY PLAN AUTHORIZATION

This form is to be completed by faculty on 9 month contract only.

Full-time faculty paid on a 9 month contract can receive their pay installments on either a **regular** or **balloon** payment schedule. This authorization form must be completed upon initial employment in an eligible position with Seattle Community Colleges. Such **pay plan will remain in effec**t **throughout the instructional calendar year** and may not be changed during that period. To change a pay plan for a future year, a new Faculty Pay Plan Authorization form must be submitted to the Payroll Office prior to September 1st of the instructional year for which the change is to be effective. The pay plans are as follows:

REGULAR PAYMENT - The annual contracted salary is divided by 18 and paid in 18 equal installments, October 10 through June 25.

BALLOON PAYMENT - The annual contracted salary is divided by 24 and paid in 17 equal installments, October 10 through June 10 and the remaining 7 installments as a lump sum on June 25.

NOTE: If the 10th or 25th falls on a Saturday, payday is Friday. If either falls on a Sunday, payday is Monday. Salary deductions for appropriate employee-paid insurance and /or other miscellaneous programs for July and August will be withheld from the June 25 paycheck. Faculty employed for less than a full contractual year should contact the district Employee Services Office for advice regarding the implications of prorated pay plans.

I authorize the following pay plan (check one):

☐ Regular Payment ☐ Balloon Payment

I understand I cannot change this pay plan during the instructional year and that this pay plan remains in effect until I submit a new Faculty Pay Plan Authorization form requesting a change. Such notice must be received prior to September 1st of the instructional year for which the change is to be effective. Copies of the authorization may be obtained from the Employee Services Office.

Employee Signature Social Security Number Date

Campus Department Employed by

Employee Services Department Signature Date