

WRITTEN NOTICE OF HOW NEW TEN MONTH EMPLOYEES
ARE TO BE PAID DURING THEIR FIRST YEAR OF EMPLOYMENT

This notifies _____ (name of employee) that the Bath County School Division requires him/her to be paid over 12 months regardless of the fact that he/she will actually work over a shorter time period.

Specifically, _____ (name of employee) will receive 25 equal bi-monthly payments of \$_____ (dollar amount of each payment) during their first year of employment, beginning on _____, 20____. Beginning with the second year of employment, employees will receive 24 equal bi-monthly payments.

In the event that a separation from service occurs before the end of the 12-month payment period, _____ (name of employee) will be entitled to an additional payment for the amount actually earned from the beginning of the 12-month pay period until the date of separation from service which has not yet been paid. This additional payment will be included in the employee's final paycheck. For this purpose, "separation from service" has the same meaning as that term is defined in 26 CFR §1.409A-1(h) of the Federal Code of Regulations.

Approved: June 4, 2019
Revised: June 27, 2019