



# TOWN OF ANDOVER

Town Offices  
36 Bartlet Street  
Andover, MA 01810  
(978) 623-8200  
www.andoverma.gov

To: Newly Hired Teaching/Registered Nursing Staff  
From: Rita Marconi, Benefits & Compensation Manager  
Re: Salary Distribution

As a newly hired employee of Andover Public Schools, you have the opportunity to designate how you would like your salary to be dispersed to you throughout the year. Currently, there are three options available to you; these are listed below. Please select your preferred method by checking option (1), (2) or (3). Should you have any questions please contact Doreen Bille, Payroll Coordinator, at 978/623-8512.

**Please Note: This form must be returned before the 1<sup>st</sup> payroll in September, otherwise payments will default to option (1) below.**

Please choose one:

\_\_\_\_\_ (1) I wish to receive my annual salary in 21 equal bi-weekly payments over the course of the school year.

\_\_\_\_\_ (2) I wish to receive my annual salary *based on* 26 bi-weekly payments, with the last five (5) payments paid as a lump-sum on the last scheduled payroll in June.

\_\_\_\_\_ (3) I wish to receive my annual salary in 26 equal bi-weekly payments with the last five (5) payments to be made on the bi-weekly summer payroll.

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Date

**PLEASE NOTE:** The above election is irrevocable and cannot be changed during the contract year. Teachers/Nurses may only change their pay schedule by putting their request in writing to the Payroll Office prior to June 30<sup>th</sup> preceding the September he/she wishes the change to occur.