



Craig City School District

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Chris Reitan, Superintendent
David Harris, Elem./MS Principal
Betty Hall, HS Principal
Christina Woodward, PACE Principal

DATE: July 11, 2022

TO: All 12-month classified staff

RE: Change in payroll cycle effective July 31, 2022

To increase the accuracy of paychecks and improve reporting finances, Craig City School District will be moving to a system of fully in arrears, effective July 31, 2022. What does this mean?

You currently turn in your timesheet with days that you have not yet worked. The current pay cycle is the 1st through the last day of the month. With the transition, the pay cycle will be moved to the 16th through the 15th of the following month, but the actual pay day will continue to be the last day of the month.

To facilitate this transition and alleviate any undue financial hardship, on July 31, 2022, you will be paid your normal full month's wages (includes a pay advance for ten 8-hour days July 18-22 and July 25-29). To pay the district back for the ten days, **please circle #1, #2, or #3** and fill in any blank spaces within the option you choose:

1. I choose to repay the advance back to the district by having _____ days (*minimum of two*) deducted from my final check each fiscal year (spread over a maximum of five years), or the balance if I leave the district prior to June 30th, 2027.

Note: The hourly rate deducted will be the rate you are being paid in that fiscal year.

2. I choose to use available sick leave or personal days to avoid having to pay back the 10 days of advanced wages – I will pay back
 1. _____ days June 2023 (minimum of 5 – if sick days are not available at that time, 5 days or 40 hours will be deducted from your check)
 2. _____ days June 2024 (minimum of 5 – if sick days are not available at that time, 5 days or 40 hours will be deducted from your check)

Note: You may choose to immediately have 10 days deducted from your accrued leave, or you can deduct 5 sick days in June 2023 and again June 2024.

3. I choose to not utilize the pay advance and understand that I will only receive wages from July 1st through July 15th on my July 31st paycheck.

Please sign and return this form to the district office stating that you understand the options available to you for this transition to take place. If you have any questions at all, please contact Melinda, 907-826-3274, extension 4006.

EMPLOYEE SIGNATURE

DATE