If a classified employee works *School Days Only*, (10, 10½, or 11 *month Duty Year*) and wish to have his/her pay schedule changed, the *Annual Pay Schedule Options* form must be completed and submitted to the Division of Human Resources. This form is only accepted in the month of June and it must be submitted by June 30\(^\text{th}\) to take effect the beginning of the next school year. Any forms returned after June 30\(^{th}\) will not take effect until the following year.

*12 month Duty Year* employees may only be paid on the 12 month schedule.