



## 12 Month Payment Option

You are eligible to participate in the Dakota College at Bottineau's (DCB's) 12 Month Payment Option program because you have accepted a less than 12-month contract as a benefited employee.

Following the normal pay process for a contract less than 12 months, you will receive the contracted salary amount over the designated time agreed upon from the beginning of your contract period through the end of your contract period. Pay dates are semi-monthly, twice each month on the 15<sup>th</sup> and the last working day of the month.

You have the option of being paid over a 12-month period. If you choose to participate in the 12 Month Payment Option program, you agree to the receipt of the contracted salary over 24 pay dates. Pay dates remain semi-monthly.

If you choose to participate in the 12 Month Payment Option program, your choice will be automatically renewed each year unless you opt out.

If you choose to receive your contracted salary through the amount of time designated within your contract or agreement, and do not desire a change, you don't need to do anything with the form below.

If you wish to participate in the 12 Month Payment Option program, please complete the form below by initialing the first choice and return it with your signed contract.

If you are a current participant and choose to opt out of the program, please complete the form below by initialing the second choice and return it with your signed contact.

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Name: \_\_\_\_\_

EmpID: \_\_\_\_\_

\_\_\_\_ I choose to participate in DCB's 12 Month Payment Option program. I understand that I will receive my salary over the 24 semi-monthly pay periods.

\_\_\_\_ I participated in the 12 Month Payment Option program (formerly known as the Nine over Twelve Pay Program), and I choose to opt out and return to the normal pay process.

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Employee Signature

Date: \_\_\_\_\_

Return to the Human Resource Office located in Thatcher Hall Room 111.

Or email to [dcbhuman.resources@dakotacollege.edu](mailto:dcbhuman.resources@dakotacollege.edu)