

## **SALARY PAYMENTS AND DEDUCTIONS**

Twelve-month employees on a contract basis will be paid monthly, on or about the last working day of the month, on the basis of 1/12 of the annual salary. Support staff employees will be paid bi-weekly.

Faculty and other professional personnel on a contract basis other than twelve months will be paid monthly on or about the last working day of the month, on the basis of 1/12 or 1/9 of the contract, whichever the employee chooses when the contract is signed. The option (1/12th or 1/9th) may not be changed during a contract year.

All full-time employees will be subject to the provisions of the Texas Teachers Retirement System or the Optional Retirement Program. A deduction will be made each month at the rate of 6.65% of the gross wages for Optional Retirement Program participants and 6.4% for Teacher Retirement System participants. An annual Teacher Retirement System fee of \$10.00 will be deducted each September, and at the time of initial employment if other than September, for members of the TRS.

All salaries and wages will be subject to the Federal Withholding Tax provisions, and such tax will be withheld on the basis of information furnished by the employee on the Form W-4.