



VANCOUVER ISLAND WEST  
School District 84

**MEMORANDUM**

TO: Teaching Staff  
FROM: Lynne Unger - Payroll and Human Resources Executive Assistant  
DATE: September 2022

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RE: **Monthly Payroll with Mid-month Advance and Summer Savings Program**

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According to the Collective Agreement you will be paid as follows:

*Article B.1.5: The Board shall pay a mid-month advance of 40% of estimated net monthly salary on the 15<sup>th</sup> day of each school month, with payment to occur on the previous working day if the 15<sup>th</sup> is a weekend or holiday. The Board shall pay the balance of net monthly salary owing on the last working day of each school month.*

*Article B.1.6: An employee shall be paid one tenth (1/10) of current annual salary in respect of each month (September to June) in which the teacher works all prescribed school days that month.*

You have the option of receiving partial payment of annual salary in July & August. After you review your Collective Agreement, if you determine you would like to participate in Article B. 8, Optional Twelve Month Pay Plan, please complete the election below:

Please check one of the following, YES \_\_\_\_\_ NO \_\_\_\_\_

I, \_\_\_\_\_ hereby authorize and request my employer to deduct and hold 16.67% of my net pay in accordance with Article B.8 of Provincial Collective Agreement (2013-2019) between School District #84 and VIWTU, to the Optional Twelve Month Pay Plan. The amount held over the school year will be paid out with interest (calculated at March 31st) in four equal payments in July and August following the school year.

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Date

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Signature

Article B.4: An employee electing to withdraw from the Plan must inform the employer, in writing, on or before June 15 of the preceding year.