

Email completed form to  
Payroll@nps.k12.va.us  
**FORMS MUST BE SENT FROM  
AN NPS ISSUED EMAIL**  
**FAXED FORMS PROHIBITED**



**Norfolk Public Schools**  
NATIONALLY RECOGNIZED. GLOBALLY COMPETITIVE.

\* = required fields  
Rev 5-24

**REENROLLMENT IS NOT REQUIRED**

**AUTHORIZATION AGREEMENT FOR RESERVE PAY**

EMP ID #	First Name	Last Name	Issued Contract
*	*	*	<input type="checkbox"/> 10 month employee <input type="checkbox"/> 10.5 or 11 month employee (10.5 month treated as 11 month)

**SELECT ONLY ONE OPTION BELOW**



**ENROLL**

- New/Rehired employees hired by September 1 **OR**
- Current employees enrolling during the Reserve Pay Open Enrollment period



**CANCEL ENROLLMENT  
EARLY RELEASE  
CURRENT SCHOOL YEAR**

Deadline to receive cancellations is the **Friday before payday** (deadlines may be adjusted due to holidays and/or NPS closure).  
**See item 7 below for full details.**



**CANCEL ENROLLMENT  
UPCOMING SCHOOL YEAR**

Eligibility for reenrollment will not be until the next scheduled Reserve Pay Open Enrollment period.

Norfolk Public Schools (NPS) has a Reserve Pay Program that allows a full-time 10, 10.5 or 11-month contractual employee to elect to be paid over 12 months. Employees, who participate in this program, reserve a proportional amount from each paycheck, received during the school year, to fund their reserve pay account.

Contract Length	Bi-Weekly Percentage	Pay Out Months	Total # of Summer Checks
10 Month Employee	15.3846%	June-August	4
10.5 or 11 Month Employee	7.6923%	July	2
<b>Example:</b> \$800 gross (per pay day) for a 10 month employee would result in a per pay day deduction of \$123.08 (\$800 x 15.3846%) and \$61.54 for an 11 month employee (\$800 x 7.6923%)			

**Participation in this program requires adherence to the following conditions and procedures:**

1. Newly hired 10, 10.5 or 11 month contracted employees have until September 1 of each school year to submit their Reserve Pay enrollment form to the Payroll Office. Employees who missed this deadline must wait until the following school year and enroll during the annual Reserve Pay Open Enrollment period.
2. Enrollment in the program is continuous. **Employees are not required to rejoin each school year.**
3. Contract changes that occur during the school year, along with the number of days worked, positions held and employment status will affect the amount of reserve pay paid during the reserve payout period.
4. If an employee enrolls after the start of the school year, but by September 1, or goes in a Leave Without Pay (LWOP) or Leave of Absence (LOA) status during the school year, this will affect your reserve pay account. The amount paid each pay day during the payout period, will be less than the amount received during the regular school year.
5. Separation (death, retirement, termination) from service is an event that will cause an employee's reserve pay to be released in a lump sum payment, upon the Payroll Department preparing the employee's final payout. In addition, reserve pay will be released, in one lump sum, for any employee whose status changes to a 12-month contract or a part-time employee.
6. Reserve payments will be included with the regular July and August payroll cycles.
7. An employee who requests to stop their reserve pay deduction and receive an early payout during the school year, will have their deduction stopped and paid out in one lump sum, within 30 days after form is received. To participate in reserve pay the following school year, a new enrollment form must be completed during the next annual Reserve Pay Open Enrollment period.

I hereby authorize Norfolk Public Schools to enroll/disenroll me in the Reserve Pay Program offered by NPS. I have read, understand and agree to the above conditions and procedures

\*Employee (Hand) Signature, (Computer Generated Signatures Prohibited)

\*Date

**RETAIN A COPY FOR YOUR RECORDS**