

# MEMO

**TO: CUPE 10 month employees**

**FROM: Charles Williamson**

**DATE: April 2, 2014**

**RE: Notification of Pay Date Adjustment for the 2014/2015 school year**

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We would like to notify you that the first pay date in the 2014/2015 school year will be September 11, 2014, and then every 2 weeks thereafter. This is necessary as we need to standardize all employees pay dates to match the required pay date of our teachers.

If you have any questions, please feel free to call our office.

Thanks.

Charles Williamson  
Coordinator of HR