

MEMO

TO: SEIU 10 month employees

FROM: Charles Williamson

DATE: April 2, 2014

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

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