**PAY ELECTION FORM**

**for Support Staff**

All employees who work less than 12 months per year and a minimum of 4 hours per day are eligible to receive their pay on a year round basis (24 pays per year). If you should choose to receive year round pay, your wages/salary will be determined as follows: Hourly Rate x Regular Hours per Day x Total Days Paid= Total to Be Earned. The semi-monthly gross pay will then be determined by dividing the Total to Be Earned by 24 pays. This calculation is based on the premise that you work all regularly scheduled hours each day and all days scheduled. If in the course of the school year you incur lost hours, the full amount of those lost hours will be deducted on the next paycheck. Likewise, time worked in excess of the time used to calculate the total earned will be paid on the next paycheck.

**IMPORTANT**: If the year round option paycheck is selected, the first payment will not commence until the **first pay in September of each school year.**

Before the start of each school year, employees who meet the eligibility requirements may change their Pay Election Form currently on file. If you are not a newly hired employee, this change must be made in writing between June 15 and July 31. You will **NOT** fill out a new form each year *unless* you would like to make a change. Changes will not be accepted after July 31 each year. In special circumstances of hardship, a request for a change may be made to the Director of Human Resources for approval.

CHOOSE YOUR OPTION

**OR**

I have read and understand the 24-paycheck option and that I qualify for the 24-paycheck option, but I am declining this offer.

I understand this option choice will remain in effect until I notify the Payroll Department in writing between July 15 and July 31 for the following school year.‬‬‬‬‬‬‬

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Signature Print Name

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Date Building Position