

Twelve Month Payroll Frequency Election Form (for 10 and 11 month employees)

2019-2022 Collective Bargaining Agreement, Article 14, Section E:

"Employees may elect to be paid in twelve (12) equal payments. If they so elect, each month they will receive one-twelfth of their yearly salary instead of the full amount actually earned. The District has the discretion to adjust checks that follow the use of unpaid leave, an end date before the end of the year, or other changes that cause an employees's yearly salary to decrease. ***This option is only available to employees on Direct Deposit***. In addition, if the District's financial software is incapable of this option, the parties agree to suspend this option until the District's financial software is capable."

10-month employees would receive their first installment in September, and their final installment the following August.

11-month employees would receive their first installment in August, and their final installment the following July.

This option will result in smaller monthly paychecks, but will provide for receiving regular monthly paychecks throughout the summer months.

<p><u>Paycheck Calculator:</u></p> <ol style="list-style-type: none">1. Hourly Rate x Hours in Day x Contract Days = Annual Salary2. Annual Salary divided by 12 months = Monthly Gross Paycheck

I, _____ elect to have my annual salary paid to me in twelve (12) equal monthly payments.

_____ I am already signed up for Direct Deposit.

_____ My Direct Deposit enrollment form is attached.

By signing below, I acknowledge that I understand and agree to the terms outlined above.

(Signature)

(Date)