

# CASA GRANDE ELEMENTARY SCHOOLS

## Payment Option Selection

Certified employees are required to determine their pay election for the school year. The district's standard pay option is "EQUAL PAYMENTS". The definition of each option is noted below.

1. **LUMP SUM** payments

- Contract is divided into equal biweekly payments (approximately twenty-six)
- The balance to be received in a lump sum payment at the end of the contract period
- The last check of the year, typically on the last workday, could be five times or more than a normal bi-weekly check, depending on your actual start and end day of your contract.

2. **EQUAL** payments

- Contract divided into equal biweekly payments during the school year
- The last check of the year, typically on the last workday, is the same as your regular bi-weekly check.

**The election that you make CANNOT be changed for the entire year. The election you make will be used for future school years unless you notify the district of your intent to change your pay option for the next school year. Pay option change forms are available in the Human Resources office. No matter which option you select, it is important to note that, due to Internal Revenue Service regulations, once you make an election for a contract year, you cannot change the election under any circumstances.**

**Please print your name, check the option of your choice and sign in the space provided.**

Name: (please print) \_\_\_\_\_

\_\_\_\_\_ **LUMP SUM PAYMENTS**—I hereby request

- My contract be divided into equal biweekly payments (approximately twenty-six)
- The balance of my contract is to be received in a lump sum payment at the end of the contract period
- My last check of the year, typically on the last workday, could be five times or more than a normal bi-weekly check, depending on my actual start and end day of my contract.

\_\_\_\_\_ **EQUAL PAYMENTS**---I hereby request

- My contract be divided into equal biweekly payments during the school year
- My last check of the year, typically on the last workday, is the same as my regular bi-weekly check.

**By my signature below, I elect the pay option noted above and I understand that the PAY OPTION ELECTION that I have made is irrevocable for the entire contract year and due to IRS regulations, the district cannot allow an employee to change this election until the subsequent contract year.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

For information, please contact the Payroll Department at Ext. 3221/3220/3234.