

CASA GRANDE ELEMENTARY SCHOOLS

Non-Exempt Hourly Employee Payment Option Selection
2018-2019

Employees are required to determine their pay election for the school year. The district's standard pay option is "PAID ACTUAL HOURS WORKED". If this form is not received by the payroll department by the employees first day of work in the contract year, the standard pay option will be elected. The definition of each option is noted below.

1. PAID ACTUAL HOURS WORKED (standard option)

- Employee will be paid for actual hours worked during each pay period.
Employee can set up a direct deposit to their personal savings account. (Direct deposit forms are available in the Payroll Office, direct deposit changes can be made at any time.)

2. BALANCED PAY WITH LUMP SUM payments

- Annualized pay is divided into balanced pay checks during the school year with a lump sum payment to be received at the end of the contract period.
The last check of the year will be approximately two to five times more than a normal bi-weekly check, depending on your actual start and end day of your contract.
Any overtime earned during a pay period will be paid with that pay period's payment.
Any scheduled hours not worked and not covered by available leave will be docked with that pay period's payment at the employee's contracted hourly rate.

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) _____

PAID ACTUAL HOURS WORKED

- Employee will be paid for actual hours worked during each pay period.

BALANCED PAY WITH LUMP SUM payments

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The last check of the year will be approximately two to five times more than a normal bi-weekly check, depending on your actual start and end day of your contract.
Any overtime earned during a pay period will be paid with that pay period's payment.
Any scheduled hours not worked and not covered by available leave will be docked with that pay period's payment at the employee's contracted hourly rate.

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.