## CASA GRANDE ELEMENTARY SCHOOLS

## Hourly Classified (10 & 11 Month) Employee Payment Option Selection 2023-2024

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 **prior** to the employee's first day of work in the contract year, the standard pay option will be elected. The definition of each option is noted below.

## 1. EXTENDED YEAR payments

- o Annualized pay is divided into balanced pay checks (approximately twenty-six) during the school year and will continue through the summer.
- o Any overtime earned during a pay period will be paid with that pay period's payment.
- o 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.
- o If you terminate employment at the end of your contract, you will receive your extended year pay as a one-time lump sum on the pay period after your final contracted date.

## 2. PAID ACTUAL HOURS WORKED (standard option)

- Employee will be paid for actual hours worked during each pay period.
- o Employee will NOT receive a pay check during summer break.

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 Office of Talent Acquisition and Employee Services. 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.

Name: (please print)	
PA	AID ACTUAL HOURS WORKED
0	Employee will be paid for actual hours worked during each pay period.
0	I will NOT receive a pay check during summer break.
EX	KTENDED YEAR payments
•	Annualized pay is divided into balanced pay checks (approximately twenty-six) during the school year and will continue through the summer break.
0	Any overtime earned during a pay period will be paid with that pay period's payment.
0	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.
0	If you terminate employment at the end of your contract, you will receive your extended year pay as a one-time lump sum on the pay period after your final contracted date.
ELECTION	gnature below, I elect the pay option noted above and I understand that the PAY OPTION ON that I have made is irrevocable for the entire contract year and due to IRS regulations, the innot allow an employee to change this election until the subsequent contract year.
Signed:	Date:
For inform	ation, please contact the Payroll Department at Ext. 3221/3220.