

CASA GRANDE ELEMENTARY SCHOOLS

Certified Employee Payment Option Selection 2020-2021

Certified employees are required to determine their pay election for the school year. The district's standard pay option is "EQUAL PAYMENTS". If this form is not received by the payroll department **prior** to the employee's first day of work in the contract year, the "EQUAL PAYMENTS" option will be elected. The definition of each option is noted below.

1. **EXTENDED YEAR** payments

- Contract is divided into biweekly payments (approximately twenty-six) and will be paid through the school year and continue through the summer break.

2. **EQUAL PAYMENTS**

- Contract divided into equal biweekly payments (*approximately twenty-two or twenty-four) during the school year and will only be paid during the dates of employee contract. ***See Days and Hours Paid by Employee Classification.**
- 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.

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

Name: (please print) _____

_____ **EXTENDED YEAR**—I hereby request

- Contract is divided into biweekly payments (approximately twenty-six) and will be paid through the school year and continue through the summer break.

_____ **EQUAL PAYMENTS**---I hereby request

- Contract divided into equal biweekly payments (*approximately twenty-two or twenty-four) during the school year and will only be paid during the dates of employee contract. ***See Days and Hours Paid by Employee Classification.**
- I will NOT receive a pay check during summer break.

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.