



## PARAPROFESSIONAL/SECRETARY PAYMENT ELECTION FORM

With the ratification of the new Collective Bargaining Agreement July 1, 2017 – June 30, 2022 all 10 month Paraprofessionals and Secretaries have the option of payment for either: 22 pays or 26 pays. All selections for the **2018-19** fiscal year will be effective with the second (2<sup>nd</sup>) pay in August. Employees paid over 26 pays will be paid from the same schedule as the teachers, which begins, with the second (2<sup>nd</sup>) pay in August (**8/24/2018**) of the current year continuing through the first (1<sup>st</sup>) pay in August (**8/09/2019**) of the next year. The 26 per pay amount will be determined by dividing the annual salary, based on scheduled hours per day/week, by 26 pays. However, if the weekly hours deviate from the normal work scheduled hours, either through overtime or through unpaid time, those adjusted hours will affect the current pay period. All employees will continue to be required to Clock IN/OUT using True Time and submit time sheets to their Principal or Manager at the end of every week.

Baldwin-Whitehall School District is asking you to review your decision to be paid over 12 months and notify the District whether you elect to have your **2018-19** salary paid out over a 12-month period (26 pays) or for the time period that school is in session (22 pays). **This election form must be returned to the Payroll Department prior to your first day of work in the 2018-19 school year.** Your election **may not be changed** during the school year once the Payroll Department has received this form. Your election will remain in place thereafter. But, you do have the option to change your election in writing before the beginning of the next school year. **Please note: that if you do not return this (Election Form) prior to the beginning of the school year 2018-19 you will only be paid 22 pays during the school year.**

**This notice is not intended to provide you with tax and or legal advice. You may wish to contact your personal accountant or attorney regarding the two forms of payment.**

### PAYMENT ELECTION

I, \_\_\_\_\_, do hereby elect to be paid as follows:

(Please Choose One Payment Plan)

\_\_\_\_\_ I elect to be paid during the (**School Year Only (22 pays)**).

\_\_\_\_\_ I elect to be paid out over a **12-month period (26 pays)** beginning with my first day of work.

I understand that this Election **must remain in effect for the entire school year**. In addition, I further understand that this Election will remain in place, unless I notify the Payroll Department in writing of a change prior to the beginning of the next school year.

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

Employee Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_