

96 Cricket Hill Road · Hyde Park, VT 05655-9106 · 802.851-1173 · Fax 802.888.7908

**Election of Pay Option** Fiscal Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School/Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Lamoille North Supervisory Union Consolidated Support Staff Master Agreement gives you two options with regard to how you are paid (Article XI, 11.4). You can choose to be paid based on all actual hours in timeclock, or alternatively, to be paid on a pro-rated basis over 26 pay periods. Unless new notice is given no later than August 1st each year, the prior year’s election shall continue for the next fiscal year, and is irrevocable. In the event that a newly hired employee does not make any written election upon hire, then the default method of pay shall be on an hourly basis for the rest of that fiscal year, subject to change only by giving written notice by August 1st for the next year.

Please verify the method by which you wish to be paid for the next contract year by checking the applicable box below, then returning this signed form to Lamoille North Supervisory Union.

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Please Print Clearly)

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. I elect to be paid based solely on actual hours worked as recorded in the time clock for each given pay period. I understand that this means I will not be paid for days not worked during school breaks/vacations.
2. I elect to have my annual salary paid in 22 bi-weekly installments equal to 1/26th of annual salary, starting the first payday in September and ending the last payday in June, with a lump sum payment equal to 4/26th of the annual salary payable by June 30 of the contract year.