



Bozeman Public Schools
404 West Main, PO Box 520
Bozeman, MT 59771-0520
www.bsd7.org

NOTICE OF ELECTION FOR ANNUALIZED SALARY TEACHERS and 10 MONTH PROFESSIONAL STAFF

This is to notify Bozeman Public Schools that I elect – beginning with the 2019-2020 school year – to have my salary for the approximately 10-month period during which I actually perform services paid in 12 equal payments over a 10-month period.

I understand that I will receive 12 equal payments beginning in September, with the final three payments being paid on the last day of school in June.

In the event a separation from service occurs before the end of the 12-month payment period, I will be entitled to an additional payment for the amount I have actually earned from the beginning of the 12-month pay period until the date of my separation from service, but which has not yet been paid. This additional payment will be included in my final paycheck. However, if at the time of separation from service I have been paid more than I have actually earned, I will be required to refund to the district the amount of overpayment either directly or by deduction from my final paycheck. For this purpose, “separation from service” shall have the same meaning as the term is defined in section 1.409A-1(h) of the Treasury Regulations.

This notice is irrevocable for any particular school year, and may not be changed or withdrawn after the beginning of the school year in which I am working. This notice will be effective for the 2019-2020 school year and all following school years, unless I choose to change my election. If I choose not to have my salary deferred in any future school year and be paid only during the period that I actually perform services, I will so notify the employer in writing prior to beginning work for that school year.

This notice shall have no effect if not submitted to the district prior to the time I begin working for the 2019-2020 school year.

Signature: _____ Date: _____

Print Name: _____ Employee ID# _____