

Salary Payout Election Form

I, _____, hereby elect to be paid my annual salary by the Chambersburg Area School District for this school year thereafter, until this election is changed, as follows:

Select one:

12-month payment option

☐

Payment over twelve months in equal installments every two weeks beginning the upcoming school year.

12-month payment option with lump sum payment in June

☐

Payment over twelve months in equal installments every two weeks beginning in the first pay of the school year or on the date specified in any applicable collective bargaining agreement, with the final single lump sum payment on the first regularly scheduled payday after the end of the school term encompassing all remaining payments due for the remainder of the 12-month payment period.

This notice is irrevocable for any particular school year, and may not be changed or withdrawn after the beginning of the school year in which I am working.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 all future years, unless I choose to change my election. If I choose to change my salary payout election, I will notify the employer in writing by May 15th.

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.

Signature

Date