

RED HOOK CENTRAL SCHOOL
BUSINESS OFFICE
9 MILL ROAD
RED HOOK, NY 12571

TO: ALL 10 MONTH EMPLOYEES
FROM: Sheila King, Payroll
DATE: May 13, 2022
SUBJECT: ELECTION OF SALARY PAYMENT

The Board of Education has provided two plans for salary payments to employees who work from September through June. Once a choice is made and the school year begins, it will be in effect for the entire school year and by law shall be irrevocable.

PLAN 1: Bi-weekly payments are made from September through June. The gross biweekly rate is determined by dividing the total annual salary by 21 paychecks.

PLAN 2: Payments are made on the same schedule as above, however, the gross biweekly rate is determined by dividing the total annual salary by 26 paychecks. One check that equals 6 regular paychecks will be issued for the final pay in June. Taxes on the multiple check run are adjusted to remain at normal levels and are not based on the total gross amount.

ELECTION OF SALARY PAYMENT

The below election is intended to meet the requirements of U.S. Treasury Regulations Section 1.409A-2(a) (14). If a school employee wishes to receive their salary over twelve (12) months versus the school year, this election form must be completed. The election must be made before the beginning of the school year to which it applies.

DATE _____

As an employee in the Red Hook Central school system, I authorize salary payments to be made according to PLAN _____ starting in September 2022 for the 2022-23 school year.

Signed: _____

Print name: _____

****THIS FORM MUST BE COMPLETED BY EVERYONE
THAT WISHES TO BE PART OF PLAN 2.****

Please return by June 10, 2022