



## SPREAD PAY ELECTION FORM

Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

*(Choose spread pay or timesheet)*

### **SPREAD PAY OPTION**

#### **Division 1, Paraprofessionals and Assistants**

*Initial*

I elect to have my base pay, professional development pay, and 2.2% professional development incentive spread across 21 pays, so that I receive this compensation in equal payments beginning the first pay in September and ending the last pay in June. If I do not complete the professional development requirements, outlined by contract, by May 1st, I give the District permission to collect back the 2.2% professional development incentive from my remaining paychecks.

#### **Division 2, Maintenance**

*Initial*

I elect to have my 2.2% professional development incentive spread across 26 pays, so that I receive this compensation in equal payments beginning the first pay in July and ending the last pay in June.

#### **Division 5, Secretaries, less than 12 months**

I elect to have my base pay and 2.2% professional development incentive spread across 23 pays so that I receive this compensation in equal payments beginning the second pay in August and ending the last pay in June. If I do not complete the professional development requirements, outlined by contract, by May 1st, I give the District permission to collect back the 2.2% professional development incentive from my remaining paychecks.

#### **Division 5, Secretaries, 12 months**

I elect to have my base pay and 2.2% professional development incentive spread across 26 pays so that I receive this compensation in equal payments beginning the first pay in July and ending the last pay in June. If I do not complete the professional development requirements, outlined by contract, by May 1st, I give the District permission to collect back the 2.2% professional development incentive from my remaining paychecks.

### **TIMESHEET OPTION**

#### **Division 1, 2, and 5**

I do not elect spread pay and understand that I will be transferred to timesheets. I understand that I will be paid to date for all professional development hours completed outside of my scheduled work day. I give the District permission to collect back any of the 2.2% professional development incentive paid to date. I understand that my professional development incentive, if I qualify, will be awarded in a lump sum on the last pay in June.

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