



96 Cricket Hill Road • Hyde Park, VT 05655-9106 • 802-851-1173 • Fax 802-851-1563

Support Staff Pay Option Election

Fiscal Year: _____ School/Location: Choose from List: _____

The Lamoille North Supervisory Union Consolidated Support Staff Master Agreement gives you two options with regard to how you are paid (Article XI, 11.2; 11.4). Each employee covered by the Support Staff Master Agreement may, before August 1st of each fiscal year, make written election to be paid on a current basis for all hours reported through TimeClock, or alternatively, to be paid on a pro-rated basis over 26 pay periods. In each case, the first pay day for returning extended or school year employees shall be the 5th pay day of the LNSU fiscal year payroll schedule. Once a pay election has been selected, the choice will be irrevocable for that fiscal year and may only be changed in writing for the next contract year, prior to August 1st.

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.

☐ I elect to be paid based solely on actual hours worked, as recorded in TimeClock, for each given pay period. I understand that this means I will not be paid for days not worked during school breaks/vacations.

☐ I elect to have my annual salary paid in 22 bi-weekly installments equal to 1/26th of annual salary, starting the 5th pay day of the fiscal year payroll schedule and ending the last payday in June. The lump sum payment, equal to 4/26th of the annual salary, will be payable by June 30 of the contract year.

NAME: _____

SIGNATURE: _____ DATE: _____