

Administrative Assistant Wage Payment Option Form

Member of B.T.A. Administrative Assistant Bargaining Unit

Employee name _____ Employee # _____

Title _____ School Location _____

DEADLINE: THIS REQUEST MUST BE RECEIVED IN H.R. NO LATER THAN JUNE 17, 2016

Pay Options:

I elect to receive my pay as follows:

_____ **21** equal prorated installments, to include paid holidays and equal to 203 days.

_____ **26** equal prorated installments, to include paid holidays and equal to 203 days.

- Pay will commence with first pay date for Licensed Employee Unit.
- Vacation days will be paid in a separate check before June 30th
- Summer work will be paid separately.

An employee's prior year election remains in effect year to year if no action is made during the open enrollment window.

Payment cycle elections are non-revocable. Mid-year position changes are not a qualifying event to change wage payment schedule.

Employee Signature

Date

H.R. Signature

Date