

# Annual Pay Election Form for School Year Food Services and Transportation employees covered by the South Portland Service Employees Association Collective Bargaining Agreement.

In accordance with State Law, all school year employees have the option of being paid in year round estimated payments or to be paid for actual hours worked each period. The estimation is calculated to include all paid holidays. Adjustments will be made at the conclusion of the school year should snow days interfere with the amount calculated. If Vacation time is utilized on a non scheduled work day, it will be paid in addition to the estimated amount. Vacation time utilized on a scheduled work day will be marked in employee attendance as time taken but will not increase pay.

This election will remain in effect for the duration of employment, excepting that the employee may request a change to the alternative payment method during open enrollment of each year, schedule to go into effect as of September 1 following the request.

Any additional hours recorded on your time sheet will be paid not later than 16 days following submission of the time sheet. Reductions for any decreases in weekly hours over the course of the school year shall be adjusted immediately in full.

In the event of termination, any over or under payments will be adjusted accordingly and reflected on the final pay check.

- I elect to be paid for actual hours worked each weekly period. I further acknowledge that any benefits I am eligible for and accept will be taken out weekly over a 36 week school year period.
  
- I elect to receive my hourly wages (estimated\*) on an annual basis, in 52 weekly payments, to be paid from September - August. I further acknowledge that any benefits I am eligible for and accept will be taken out over the course of these pay periods. \*estimation based on scheduled daily hours and days per year per collective bargaining and school calendar.

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Name

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Signature

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Date