



CLASSIFIED EMPLOYEE

Pay Plan Election Form

Last Name First Name MI Employee ID #

School/Department

Home Address City State Zip

Once received in Payroll, this election pan will remain in effect from year-to-year unless eligibility changes. Changes for subsequent years must be made by July 15.

I request my annual salary be paid in twelve equal payments commencing July payday and ending in June payday. In order to be eligible for this option an employee’s regular assignment must begin before July 25.

I request my annual salary be paid in twelve equal payments commencing August payday and ending in July payday. Selection of this option means any earnings in July (excluding any hourly earnings) will be calculated in the twelve equal payments beginning with the August payroll. In order to be eligible for this option an employee’s regular assignment must begin before August 25.

I request my annual salary be paid in twelve equal payments commencing September payday and ending in August payday. Selection of this option means any earnings for July and /or August (excluding any hourly earnings) will be calculated in the twelve equal payments beginning with the September payroll.

I request my annual salary be paid in ten equal payments commencing September payday and ending in June payday. Selection of this option means any earnings for July and /or August (excluding any hourly earnings) will be calculated in the ten equal payments beginning with the September payroll.

Date Signed

Employee Signature

Please return signed form to:

Human Resources
2450 Lancaster Dr. NE, Suite 100
Salem, OR 97305
503-399-3061



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Pay Plan Election Form

EQUAL PAY OPTION

Q & A

Article 14, Section 14.4, of the Collective Bargaining Agreement 2014-2018 between the Marion County School District #24J and the Association of Salem-Keizer Education Support Professionals, states that “Each regular or limited term Education Support Professional employee whose work assignment is less than twelve months shall be paid on the basis of 12 equal payments. Employees who are on a twelve schedule will receive all monies earned in the fiscal year by June 30. Annually, a returning employee shall be permitted to elect payment on the basis of ten equal payments, September through June. Other employees shall be permitted to elect such a payment at the time they are offered employment. Once an election is made, it must remain in effect for the current year and will remain in effect from year to year thereafter provided the selected pay option is valid for the employee’s work assignment dates.”

- **What are my options for equal pay?**

Several options are available depending on the date your work year begins. Employees whose work year begins July 25 through August 25, have the option of choosing their salary to be paid in twelve equal payments commencing with either the August **or** September payroll **or** the ten pay September option. Employees whose work year begins after August 25, have the option of having their salary being paid in ten **or** twelve monthly payments commencing with the September payroll.

- **How to I sign up for equal pay?**

You must complete the Classified Pay Election Form that is included with the New Classified Employee Training. The form can also be found in QAM on the District’s website.

- **How will insurance premiums be deducted?**

Your annual insurance premiums will be deducted in either ten or twelve equal payments depending on the pay option you select.

- **Do I have the option to change pay plans mid-year?**

Once you have selected a pay option, it will remain in effect through the entire school year. This election will continue from year to year thereafter unless you request a change by July 15 for the following school year.

- **What happens if I leave the District or change positions?**

If you leave the District, any money held in reserve will be paid off in your final check. If you change positions during the work year, your pay option will be adjusted for any change in the number of work days and/or salary range.

- **Will ASK ESP dues to be in either ten or twelve payments?**

Contributions for ASK ESP dues will continue to be deducted from your payment for nine months only, October through June.

- **What happens with other voluntary deductions such as United Way and Tax Sheltered Annuities?**

Voluntary deductions will continue to be taken out at the monthly rate you have requested. If you wish to make adjustments in the amount deducted each month, please contact the Payroll Department.

- **Will my paycheck always be the same?**

Your “base” pay will always be the same. Vacation used on non-scheduled workdays, additional earnings, overtime or hourly earnings (crossing guard and sub pay) would result in a higher paycheck. Leave without pay would result in a lower paycheck.

- **Who do I contact if I have questions?**

Questions regarding equal pay should be directed to Kim Angle or Ashlie Cowles in Human Resources at (503) 399-3061.