



# Southern Cayuga Central School

District Offices  
2384 State Route 34B  
Aurora NY 13026

## SALARY ELECTION

***Explanation:*** Southern Cayuga pays 10-month employees' salary on 20 bimonthly payroll dates, but we offer the option to receive the salary calculated on a 12-month annualized basis (24 payroll calculation) with a lump sum check in June for the remaining amount. All employees must complete this election form to be received in the District Business Office no later than the last work day in June (or before a new hire's first work day). [This election form is intended to meet the requirements of US Treasury Regulation Section 1.409A-2(a) (14).]

### ELECTION:

I \_\_\_\_\_ (print name), elect to receive my school year compensation over the 20 payroll dates of the 10-month period of my school work year (September–June).

### OR

I \_\_\_\_\_ (print name), elect to receive my school year compensation on an annualized 12-month basis, computed over a 24-payroll period (September–August), instead of over the 20 payroll dates of the 10-month period of my school work year (September–June). I understand that my compensation will be calculated on a 24 bimonthly payroll basis, starting with the first payroll at the beginning of my work year, and with a final single lump sum payment in June encompassing all remaining payments due.

In the event a separation from service occurs before the end of the payment period I will be entitled to an additional payment for the amount (if any) that I have actually earned from the beginning of the school year until the date of my separation from service, but which has not yet been paid. This additional payment will be included in my final paycheck. For this purpose, “separation from service” shall have the same meaning as that term is defined in section 1.409A-1(h) of the Treasury Regulations.

This election is effective starting with my first school work year that begins after I deliver this election to the District. I understand that this election is irrevocable for a particular school work year once my school work year begins. I further understand that my election will remain in place for future years until I elect to change it. If I want to change my election and begin to receive my compensation calculated on the 20-payroll basis, I must notify the District, in writing, that I wish to revoke this election. That notice must be received by the District before my first work day in the school year to which the change applies.

\_\_\_\_\_  
Signature

Dated: \_\_\_\_\_