



**Tri-Valley Central School District**  
 Educating Students for Success in a Changing World

34 Moore Hill Road  
 Grahamsville, NY 12740

ELECTION OF SALARY PAYMENTS

The District allows 10-month employees to elect to receive their annual contract salary in either 20 payments or 24 payments. The employee must make such election in writing and submit it to District between June 1 and June 30 preceding the school year to which it applies. By law, the employee’s election must remain in effect for one full school year and cannot be changed once the school year commences. Once made, an election will remain in effect unless it is changed in accordance with the law, any applicable collective bargaining agreement and District policy. **If an employee fails to submit a written election form by June 30, he or she will be paid on the 20 payment schedule.** Any new employee hired after June 30 has until 7-10 days prior to the first payroll in September to elect into the 20/24 pay option.

ELECTION FORM

Please make your election by checking the appropriate box. Kindly sign and date this election form and return it to the Business Office as soon as possible, **but no later than June 30<sup>th</sup>**.

\_\_\_\_\_ I hereby request that my annual salary be divided into 20 equal payments, to be paid semi-monthly, according to the schedule established by the District and in accordance with any applicable collective bargaining agreement.

\_\_\_\_\_ I hereby request that my annual salary be divided into 24 equal payments. Payroll payments 1 through 20 will be made semimonthly, according to the schedule established by the District and in accordance with any applicable collective bargaining agreement. I understand that payment 21 through 24 will be made in a lump sum payment in the last June payroll.

\_\_\_\_\_  
 Employee’s Name (Please Print)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Employee’s Signature

*This election form is intended to meet the requirements of the U.S. Treasury Regulation Section 1.409A-2(a)(14). If a 10-month employee wishes to receive his or her salary in 24 pays rather than 20 pays, this election form must be completed and submitted to the Business Office prior to July 1<sup>st</sup> of the school year to which it applies.*