

Payroll Options for Secretaries for FY 2017-18

Subject to approval by the Commissioner of Labor, the Board and the Association agree to replace Article XIV(D) of their collective bargaining agreement with the following equalized pay plan:

“D. Pay periods will be biweekly. Employees shall submit biweekly timesheets. The first paycheck of the work year shall be no later than the second Friday of the work year.

1. For Unit A (secretaries): As employees who work more than the school year but less than year-round, and in accordance with RSA 275:43, IV-a, each Unit A employee's pay will be disbursed by whichever of three options is elected by the employee in writing prior to both the first work day and the first paycheck of the work year: Option #1, Option #2A, or Option #3.

Please choose one of the following options by initialing next to your choice and signing the bottom. (Please note: if no option is chosen by the first work day and the first paycheck, option #1 is the default option. **Internal Revenue Regulations, section 409A, prohibits the election from being changed while the work year is in progress**

_____ Option #1: The employee will be paid for the hours actually worked and the hours of paid leave taken during each pay period.

_____ Option #2A: The employee will be paid in 23 installments. The 23 installments will be calculated from the number of work hours per day projected by the District, multiplied by the hourly rate of pay, then multiplied by the number of work days projected by the District for the work year. The 23 installments shall be equal, except that the amount of the last installment will be adjusted based upon the number of hours actually worked during the work year (i.e., increased if the employee actually worked more hours than projected, or decreased if the employee actually worked fewer hours than projected). **NOTE: adjustments may result in the last installment being less than each of the other installments.**

_____ Option #3: The employee will be paid in 26 installments. The 26 installments will be calculated from the number of work hours per day projected by the District, multiplied by the hourly rate of pay, then multiplied by the number of work days projected by the District for the work year. The 26 installments shall be equal, except that the amount of the last installment will be adjusted based upon the number of hours actually worked during the work year (i.e., increased if the employee actually worked more hours than projected, or decreased if the employee actually worked fewer hours than projected). **NOTE: adjustments may result in the last installment being less than each of the other installments.**

Employee Signature

Date