

<b>MARION SCHOOL DISTRICT 60-3</b>	<b>NEPN Code: DLE</b>
<b>FISCAL MANAGEMENT</b>	

## **PAYROLL POLICY**

### **NOTICE OF ELECTION FOR ANNUALIZED SALARY**

The Marion School District should provide document DLE-R to all school employees who work less than 12 months and choose to be paid over 12 months. This document should be provided to school employees before the beginning of the work period for the upcoming school year so that the employee can complete the form before the beginning of the work period for the current school year.

If the employer or the collective bargaining agreement allows, the employee may have other options for how the salary will be paid out, and the notice of election form should be drafted to permit the employee to elect to utilize these options.

In the event a separation from service occurs before the end of the 12-month payment period, they will be entitled to an additional payment for the amount they have actually earned from the beginning of the 12-month pay period until the date of their separation from service, but which has not yet been paid. This additional payment will be included in their 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This notice is irrevocable for any particular school year, and may not be changed or withdrawn after the beginning of the school year in which they are working. This notice will be effective for the current school year and all following school years, unless they choose to change their election. If they choose not to have their salary deferred in any future school year and be paid only during the period that they actually perform services, they will so notify the employer in writing prior to beginning work for that school year.

**Formerly:** Payroll Policy  
**Adopted:** February, 11, 2008  
**Amended:** October 10, 2011