**Ashwaubenon School District**

**Election to Defer Compensation**

Any district staff member whose work calendar is less than 12 months (ex: teachers and support staff working 9 months) must receive their salary over the length of their work calendar. Per Section 409A of the Internal Revenue Service Code, any employee who wishes to defer their compensation out for twelve (12) months must elect to do so. ***If an election is not on file, the District will pay the Support Staff and Teacher within 20 pay periods beginning September 5 of every school year.***

Therefore, at this time, please elect the payment schedule which you would like to participate in.

***Support Staff/Teaching Staff – Please check one:***

[ ]  I wish to receive my contract spread out over 20 pay periods commencing September 5 and ending on June 20.

[ ]  I wish to receive my contract spread out over 24 pay periods commencing September 5 and ending on August 20.

Name (Please Print) Date

Signature

This election is irrevocable for the school year and will remain in place until the employee elects a change. If a Support Staff employee decides to change his/her election, the change must occur by August 15 and a Teacher must make their change by May 15 prior to the beginning of the school year to which the change applies. This change can only apply to the future school year.

This form must be mailed or electronically submitted to the Human Resources Coordinator. If electronically submitted, no signature is required.

 *Human Resources – Date Received*