



Herricks Public Schools

Office of the Assistant Superintendent for Business

MEMO

To: All Full-Time 10-Month Employees

From: Lisa Rutkoske

Subject: Notice of Election for Salaried Employees ('Lump Sum')

Date: April 21, 2023

Full-time twelve month employees can disregard this information and attached form.

The District has traditionally offered full-time employees with 10-month appointments an option to elect between being paid:

- over the school year in twenty (20) bi-monthly installments beginning in the month of September
- or**
- twenty-four (24) bi-monthly installments beginning in the month of September, with a final lump sum payment in the last pay period in June for ten month employees

Under section 409A of the Internal Revenue Code, such elections must be:

- made in writing on or before the first day of employment for the school year for which the employee is paid
- irrevocable and remain in effect for the entire school year after the employment for the new school year commences

Prior year elections will remain in effect until changed. Employees do not need to re-execute an election annually, unless you wish to make a change. New employees who do not submit an annual election form by the deadline will have their pay distributed over twenty (20) pay periods as indicated above.

Please find attached a **Compensation Election Form** that must be submitted to Karen McLean in payroll prior to August 31, 2023. It is important for you to make this written election to receive compensation in twenty-four (24) bi-monthly installments.

If you have any questions regarding this notice, please do not hesitate to contact Karen McLean (x8953) or me (x8903).