

## HOPEDALE PUBLIC SCHOOLS

### WRITTEN NOTICE OF HOW UNIT A EMPLOYEES ARE TO BE PAID

#### Election Form

This letter notifies members of Unit A that the Hopedale Public Schools offers two options for payment of your annual salary.

Please select one of the following:

1. \_\_\_\_\_ 26 equal bi-weekly payments beginning on the date specified in your applicable Unit A collective bargaining agreement.
2. \_\_\_\_\_ 21 equal bi-weekly payments beginning on the date specified in your applicable Unit A collective bargaining agreement, with a final single **Lump Sum** payment in June encompassing all remaining payments due for June, July, and August, or the final three months of the 12-month payment period.

In the event a separation from service occurs before the end of the 12-month payment period, I will be entitled to an additional payment for any amount I have actually earned from the beginning of the 12-month pay period until the date of my separation from service, but which has not yet been paid. This additional payment will be included in my final paycheck. For this purpose, "separation of service" shall have the same meaning as that term is defined in section 1.409A-1(h) of the Treasury Regulations.

This notice is effective upon signature for the current school year and all following school years, unless I choose to change my election pursuant to the terms of the Unit A collective bargaining agreement, as may be amended.

Name Printed: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_