



## RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT

1755 Airport Blvd. ~ Red Bluff, CA 96080 ~ Bus: (530) 527-7200 ~ Fax: (530) 527-9308  
[www.rbuesd.org](http://www.rbuesd.org)

**Employees will complete this form at the beginning of this year or upon initial employment.**

Please complete the attached election form and return it to our office with your signed contract. If you have any questions, please contact Payroll 527-7200, ext. 5112.

You now have the option of receiving 11 or 12 paychecks deferred pay – also referred to as summer pay: 11 work months, paid over 12 checks. Employees still have the option of either being paid during the 11 working months or receiving 12 checks.

The payroll system is based on 11 gross payments, (all deductions are taken in the 11 months worked), with the final 12th final payment being a net check. Generally, this would mean there are 12 equal payments. (Note that all deductions, including annuities, savings, etc. will be deducted and paid out over 11 months.) **The option to receive 11 payments is still available.**

**Any tax implications could be handled by a change in deductions through the W-4.**

**All Employees will complete a new Payroll Election Form that will remain in effect for future school years unless a new election form is completed and turned into payroll before June 10th.**

Payroll staff can meet with you individually by appointment to review your options and voluntary deductions.

If you have any questions, please contact Payroll at 527-7200, ext 5112 or email at [payroll@rbuesd.org](mailto:payroll@rbuesd.org).

**Payroll Election Form on reverse side.**

Bidwell Elementary 527-7171  
Metteer Elementary 527-9015  
SEAL Academy 527-6082

Jackson Heights Elementary 527-7150  
Vista Preparatory Academy 527-7840

## PAYROLL ELECTION FORM

**This agreement replaces all prior agreements and will be effective throughout the fiscal year (through June 30th.) A new election can only be made at the start of a new fiscal year (July 1st.)**

**Please select either A or B: (*check one*)**

- A  - I want my annual salary to be paid in 11 checks.
- *I currently work in 11 months and I understand that I will not receive payment during the 12th month.*
- B  - I want my annual salary to be paid in 12 checks.
- I currently work in 11 months and I agree that a portion of my annual salary will be withheld from eleven checks to accumulate money for the 12th net check.
  - I understand that these funds will not earn interest and that I cannot change the amount of the withholding or draw on these funds during the year.
  - This check will be issued in month of July upon completing the current school year.

**Please return to the District Office no later than June 30 for the following school year.**

EMPLOYEE NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PHONE #: \_\_\_\_\_

DATE: \_\_\_\_\_