

# RSU 9 Pay Averaging Agreement

Due August 18, 2023

A law has been enacted that requires the district to offer an additional payment option for **school year only** hourly paid employees. The district has agreed to pay averaging for 26 bi-weekly payments (September through August) as a second option. **This form is required only if you elect to have your pay averaged in 26 bi-weekly payments.**

The bi-weekly payment will be calculated as follows: Hourly rate x number of hours scheduled per day x number of workdays and paid holidays per year divided by 26.

Accurate recording of time is still required. Any additional hours or loss of hours from the regular schedule will be adjusted in the pay period in which this occurs.

In the event that the pay averaging option is chosen and results in the employee having insufficient gross pay to meet the employee's health and/or dental deductions in any given pay period, the employee agrees to pay the RSU the insufficient amount by the end of the month in which the event occurs. The RSU agrees to notify the employee in writing of any such insufficient funds and the due date of said funds.

By signing below, I agree to waive my right to receive compensation as earned, and instead, I have voluntarily opted to defer the payment of wages over 26 bi-weekly pays beginning September 1 and ending August 31. **I understand that the payment choice will remain in effect for the start of the next school year and will not change from year to year unless the employee notifies the Central Office in writing on or before August 1st of their wish to stop pay average.**

Employee Name: \_\_\_\_\_ Empl ID #: \_\_\_\_\_  
Please Print

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Date received by Business Office: