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Belleville, IL 62221

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NON-CERTIFIED STAFF ONLY
ANNUALIZATION / HOURLY ELECTION FORM

Employee Name - PRINT

Please choose one option:

I would like to be compensated on an **annualized** basis.

I understand that my salary will be divided equally over 24 pay periods or the remaining pay periods if being hired mid-year. My contract for the school year will be compensated September 15th-August 30th. **I will receive pay throughout the summer.**

I would like to be compensated on an **hourly** basis.

I understand that my pay will fluctuate based on the number of days worked in each pay period. **I will not receive pay during the summer.** Therefore, any deductions due to BASSC for summer deductions will be billed directly to me and will need to be submitted to BASSC by the due date referenced.

Thank you.

Employee Signature

Date

THIS ELECTION WILL REMAIN IN EFFECT THE ENTIRE SCHOOL YEAR AND THEREAFTER UNLESS A NEW FORM IS SUBMITTED PRIOR TO AUGUST 1ST. THIS FORM CAN BE LOCATED ON THE BASSC WEBSITE – EMPLOYEE AREA.

For Business Office Purposes: FY_____