



Hampton City Schools YEAR ROUND PAY ENROLLMENT FORM

 Employee ID Last Name First Name M.I.

NEW ENROLLMENT - New or rehired eligible full-time employees enrolling by August 5th (11 month employee) or September 5th (10 month employee) **OR** Current employees enrolling during the Year Round Pay Open Election period.

CANCEL ENROLLMENT: MUST SELECT ONE

EARLY RELEASE: Deadline to receive cancellations is 10 business days BEFORE PAYDAY. You will be notified of the payout date. **See item 7 below.**

UPCOMING SCHOOL YEAR: Eligibility for reenrollment will not be until the next scheduled Year Round Pay Open Enrollment period.

Hampton City Schools (HCS) Year Round Pay is an optional program that allows full-time 10 or 11 month employees to elect to be paid over 12 months. Employees who participate in this program will have a percentage of their base pay withheld from each pay during the school year to receive pay during the summer.

SCHEDULE	PER PERIOD %	PAY OUT MONTHS	TOTAL SUMMER CHECKS
10-Month (20 Pays)	16.66%	July & August	4
11-Month (22 Pays)	8.33%	July	2

Participation requires adherence to the following conditions and procedures:

1. Newly hired 10 or 11 month full-time employees have until September 5th or August 5th, respectively, to submit their Year Round Pay enrollment form to the Payroll Office. Employees that miss this deadline must wait until the following school year and enroll during the annual Year Round Pay open election period.
2. Enrollment in the program is continuous. **Employees are not required to re-enroll each school year.**
3. Changes that occur during the school year (e.g., contract, schedule, position held, employment status) will affect the amount of pay disbursed during the summer payout period.
4. If an employee goes into an unpaid Family Medical Leave (LWOP) or Leave of Absence (LOA) status during the school year, this will impact the year round pay account. The amount paid during the payout period will be less than the amount received during the school year.
5. Separation from employment with HCS for any reason will cause the year round pay amount to be released in one lump sum payment. Additionally, year round pay will be released, in one lump sum, for any employee whose HCS employment status changes to a 12-month full time position or a part time position.
6. Year Round pay is processed and included in the regular July and August payroll cycles.
7. An employee who requests to stop their year round pay deduction and receive an early payout during the school year, will have their deduction stopped and paid out in one lump sum. **There is a 2 year waiting period to participate in year round pay in the future.** A new enrollment form must be completed during the annual Year Round Pay open election period.

I hereby authorize Hampton City Schools to enroll/disenroll me in the Year Round Pay Program offered by HCS. I have read, understood and agreed to the conditions and procedures.

Employee Signature: _____ Date: _____

RETURN SIGNED FORM TO PAYROLL. Fax: 757-727-2345, E-Mail: hcs-payroll@hampton.k12.va.us