



TO: All Hourly Classified Employees

FROM: Payroll Department

RE: **Extend or Revoke Compensation Period beyond Work Agreement (Spread)**

Effective July 1, 2007, Olathe District Schools is allowing work agreement/classified employees who do not work on a 12 month work agreement and do not elect benefits two payment options.

1. To be paid through the dates on the employee's work agreement
2. To receive wages earned to be paid out over 12 months providing steady flow of dollars throughout the year (currently known as the spread)

These options no longer depend on the election of benefits. You may choose to be paid over a 12 month period without participating in any benefits. If you choose the spread method of payment it will remain in effect until you submit a new form to revoke it. Changes may only be made at the beginning of each fiscal year.

If you elect benefits you will be automatically placed on the spread.

Extend Compensation Period beyond Contractual Work Agreement

NAME: _____ EMPLOYEE ID #: _____

HOME BUILDING: _____

Please check one:

- ☐ At this time I would like to **REVOKE** my prior extended compensation payout.
- ☐ At this time I request that my compensation per contractual work agreement, be paid over a 24-pay period (12 months). I understand this request allows the District to hold compensation due me beyond the normal conclusion of my work agreement. I also understand this request will remain in effect until a new request to revoke the above extension is submitted.

Signature: _____ Date: _____

This completed form must be returned to the Payroll Office by September 1.