

Level Pay Option Agreement

Level pay allows for a 9-month employee to spread out their pay for the Spring semester through the end of that academic year (July 31). Employees hired on the duty date¹ and who work the full semester, will receive six (6) months (January – June) of pay over seven (7) months (January – July). Employees hired after the Spring on-duty date¹, will receive their pay from their respective start date to June 30 spread out through the end of the academic year (July 31).

Select option below for 9-month Spring hires:

☐ **Option 1: Participate in Level Pay**

- I elect to have my 9-month salary redistributed equally from my hire date through July 31 and
- I understand that by electing this option, my monthly salary will be decreased in order to **equally spread out my pay** from my hire date through July 31; and
- I also understand that by electing this option, my health benefit premiums will continue to be paid through payroll deductions.

☐ **Option 2: Opt Out of Level Pay**

- I elect **not** to have my 9-month salary redistributed equally from my hire date through July 31;
- I understand that by electing this option, I will receive my full monthly pay through the pay periods from my hire date through June 30; and
- I also understand that by electing this option I will be placed on Leave Without Pay (LWOP) for the month of July². If I am enrolled in health benefits, **I am responsible for paying the premiums for the month of July² directly to EUTF or I may voluntarily cancel my health benefits for the month of July² and re-enroll** upon the start of the next academic year (August 1).

Name (print)

Signature

Date

¹ Spring semester duty date is applicable to newly hired employees only.

² LWOP period may begin earlier if hired after the duty date for newly hired employees.