

ENROLLMENT

2024-2025

EXTENDED PAY OPTION PLAN

This enrollment form is to be completed by any 10-month or 11-month permanent employee who desires to be paid on a 12 month (26 installments) basis. This form is **NOT REQUIRED** for PGCEA employees hired after July 1, 2014 as you will be automatically enrolled in the extended option plan.

This form should be completed to voluntarily elect to have deductions made from your 2024-2025 10-month earnings over 22 installments or 11-month earnings over 24 installments to support extended payments in July and August of 2025 according to the pay schedule provided for your elected option. The Employee Extended Pay Option Plan Bulletin M-3-25, the pay schedule and and calculators of expected deduction amounts can be found on the Payroll Services Webpage at <https://www.pgcps.org/offices/business-management-services/payroll-services>. Completion of this form acknowledges and confirms that you understand that the selection of this Extended Pay Option Plan is **IRREVOCABLE** during the school year and may only be changed during the annual open enrollment period for the following school year. Furthermore you acknowledge and confirm your understanding that no hardship withdrawals from the program can be made during the school year for any reason.

PRINT INFORMATION LEGIBLY

_____	_____	_____	_____
EIN	First Name	Last Name	Work/School Location
_____	_____	_____	_____
Employee Signature	Employee E-mail Address	Date	

THIS ENROLLMENT FORM MUST BE SUBMITTED BY

July 26, 2024 FOR 11-MONTH EMPLOYEES
August 23, 2024 FOR 10-MONTH EMPLOYEES

- Newly hired employees (other than PGCEA employees) must enroll within 30 days of hire date
- Employees (other than PGCEA Employees) who are hired after December 31, may not enroll until the next open enrollment period
- All new hired PGCEA employees are automatically enrolled

Automatic re-enrollment: All 10-month or 11-month employees currently enrolled in the Extended Pay Option Plan will automatically be included in the Extended Pay Option Plan for the following school year unless a **WITHDRAWAL FORM** is completed and received in the Payroll Services Office by the dates indicated on the Withdrawal Form. Negotiated agreements requirements prohibit withdrawals during the deduction period; therefore, no withdrawals will be allowed during the school year for any reason to include emergencies and hardship withdrawals.

Extended Pay Option Disclosure: Prince George's County Public Schools' regular 10-month and 11-month pay period calendar is scheduled so that employees receive a full paycheck on their first paycheck even though they may not have worked a full pay period. This benefits employees immediately with a full paycheck but results in an overpayment. Therefore, if employees leave employment anytime during the year (whether voluntary or involuntary), they will have to return any funds paid in advance of days worked. The amount that must be repaid decreases as the school year progresses, the breakeven point is only reached with the last regular biweekly paycheck.

Money deducted from each biweekly paycheck for the extended option plan will be applied against any amount that must be repaid to Prince George's County Public Schools under the following circumstances:

- Employee vacates/resigns their employment (whether voluntary or involuntary)
- Employee is approved for an extended leave
- Employee's assignment is changed to Leave without Pay
- Employee is terminated, retired, separated, suspended, or promoted to a new position during the school year.

Upon notice of termination, resignation, retirement, suspension, promotion, or approved leave without pay status, the total accumulated contributions may be refunded to the employee subject to the disclosure statement below. **Payment of total accumulated contributions (if due) will be paid within 30 days after the employee status is changed in Oracle.** Employees on an approved leave of absence may be removed from the Extended Pay Option Plan for the remainder of the fiscal year and will not be automatically enrolled in the plan for the following school year. Re-enrollment in the plan will be required during the subsequent enrollment period if the employee wishes to resume participation in the plan.

When extended option pay is paid in a lump-sum payment, it will be subject to the federal supplemental tax rate which is approximately 22%; 6.2% for Social Security; 1.45% for Medicare; and 5.75% plus county for Maryland State, 5.75% for Virginia, or between 4% to 6% for District of Columbia.

Return this form to Payroll Services Via Hand Delivery or Email

Payroll Services, Sasser Administration Building, 14201 School Lane, Room 132
Upper Marlboro, MD 20772

Phone: 301-952-6200 Email: Payroll@pgcps.org Website: <https://www.pgcps.org/offices/business-management-services/payroll-services>