

SECTION: Fringe Benefits
SUBJECT: Employee/Dependent Tuition Assistance
SOURCE REFERENCE:

NUMBER: E/1.8
DATE: Fall 2008
REVISION DATE:

PARTIAL-YEAR EMPLOYEE DEFERRED COMPENSATION

Bevill State Community College offers faculty and other partial-year employees the option to have their pay annualized over 12 months. Each employee affected by this is required to complete and sign a Payment Method for Partial-Year Employees form (*Appendix BB*) within the first three days of each academic year. This completed form **must** be received in the Personnel Office prior to the first day of fall semester classes. Once this declaration is made, it is irrevocable during the contract covered and cannot be changed until the next contract.

Any employee not completing a Payment Method for Partial-Year Employees form will automatically be paid compensation as it is earned (ex. nine equal payments for a faculty member's regular contract). IRS rules state that an employee who fails to make an election and, at a later date, requests a revision that makes their compensation not distributed as it is earned can be faced with a 20 percent income tax penalty.