



Opt-out process documentation:

Regarding any employee choosing to opt-out of the ProComp program, the ProComp fund will no longer be responsible for any portion of the employee's pay. Instead the difference will be covered by the fund or grant responsible for the employee's current base salary.

Scenario 1: ProComp Base Salary is higher than Traditional Salary

- A) Check current ProComp base salary
- B) Check expected traditional salary based on ProComp Effective Date, the step and lane at the time of opt-in, and how many steps and lanes received since opting in.
- C) If the amount the base salary they are currently receiving in ProComp is higher than what they would be receiving if they were on the traditional salary schedule, the rules are as follows:
 - 1. If the employee decides to opt-out of ProComp, there will be no reduction in base salary.
 - 2. The employee will have their base salary frozen at the amount they are currently receiving for the remainder of the year.
 - 3. The employee will no longer be eligible to receive any ProComp incentives, either salary-building elements or bonuses.
 - 4. The employee will remain at their frozen salary (plus COLA's) until they reach a point on the traditional salary schedule that is higher than what they are currently receiving.
 - 5. At that point, the employee will move on to the appropriate traditional salary schedule step and lane, and receive the salary associated with that step and lane.
 - 6. The employee will not be eligible to opt back into ProComp, and will be paid according to the traditional step-and-lane salary schedule from this point forward.
 - 7. The employee will still be eligible to receive longevity payments if qualified. Longevity payments will be paid according to the current contract's traditional salary schedule longevity rules regarding increments and COLA.

Scenario 2: ProComp Base Salary is lower than or equal to the Traditional Salary

- A) Check current ProComp base salary
- B) Check expected traditional salary based on ProComp Effective Date, the step and lane at the time of opt-in, and how many steps and lanes received since opting in.
- C) If the amount the base salary they are currently receiving in ProComp is lower than what they would be receiving if they were on the traditional salary schedule, the rules are as follows:
 - 1. If the employee decides to opt-out of ProComp, there will be no reduction in base salary.



2. After determining the employee's traditional salary based on step and lane, the employee's salary will be increased to that amount in the following month and will be paid retroactively to September 1 of that year.
3. The employee will no longer be eligible to receive any ProComp incentives, either salary-building elements or bonuses.
4. The employee will not be eligible to opt back into ProComp, and will be paid according to the traditional step-and-lane salary schedule from this point forward.
5. The employee will still be eligible to receive longevity payments if qualified. Longevity payments will be paid according to the current contract's traditional salary schedule longevity rules regarding increments and COLA.

Additional Rule for 13+ years of Service: Employee chooses to opt-out and has already reached Step 13 (13+ years of service)

For administrative purposes, the employee's base salary will then be calculated by taking their current ProComp base salary, less any longevity amount because the separate amounts for base and longevity are needed to calculate longevity in the future.