



We offer an optional ***Summer Salary Distribution Plan*** for all classified staff employees who work less than twelve months. The deduction will continue each year unless you no longer wish to participate. Changes to your deduction can only be made June 1st-August 15th of each year.

Under this optional plan, you elect to defer a portion of your pay for distribution in July and August of the next year. To participate, you must decide the amount of money for the payroll office to deduct from your paycheck over twenty (20) pay periods beginning with the first payroll date that insurance deductions are taken and ending on the last payroll date that insurance deductions are taken. The amount deducted will be placed in a special account to your credit and will be distributed in two equal payments. The first payment will be dated **on the first business day in July**. The second payment will be dated **on the first business day in August**. These checks will be direct deposited on the check dates. Since this deduction will be treated as an “after tax” deduction, the amount paid under the ***Summer Salary Distribution Plan*** will be a “net check” (no deductions).

The following is an example of the amount one would receive under the ***Summer Salary Distribution Plan***:

Employee	John Doe
Job Description	Bus Driver
Payroll Deduction	\$50.00
Number of Deductions	<u>x20</u>
Total Deducted	\$1,000.00
July check	\$500.00
August check	\$500.00

Once this deduction has started it cannot be stopped or changed except during June 1st – August 15th of each year. Termination or changes must be made in writing to the Payroll Department no later than August 15th of each year. Once you sign up, you do not need to submit a new form each year unless you need to make changes.

Please direct any questions about this procedure to the Payroll Department at payroll@cmcss.net.



SUMMER SALARY DISTRIBUTION OPTION

Employee Number _____

Name _____

Job Description _____

Work Location _____

Deduction per Paycheck for Summer Distribution \$ _____

I agree for the payroll office to deduct the amount stated above from each paycheck. This amount will be deducted 20 times beginning with the first payroll date that insurance deductions are taken and ending with the last payroll date that insurance deductions are taken. The amount will be paid to me in two (2) equal payments on the 1st business day of July and the 1st business day of August of each year. These checks will be direct deposited on the check dates. The direct deposit advice will be emailed or if mailed they will be mailed the day before they are dated. If the payment is in the form of a check rather than direct deposit, the check will be mailed the day before it is dated. I understand that the amount deducted will be “after tax” dollars and that no further deductions for income tax and/or social security will be made from my summer check. I further agree that the amount deducted **will not be available for early distribution**, except for my termination prior to May 1st of each year and I request in writing that the funds be released.

I also understand that once this deduction has started it cannot be stopped or changed except during June 1st through August 15th of each year. Termination or changes must be made in writing to the Payroll Department no later than August 15th of each year.

Signature

Date