



Teacher Aide Summer Paycheck Waiver

Unit members may elect to have a deduction taken from their paychecks and distributed in a separate check at the end of each school year. Employees may elect to deduct \$25 or \$50 per paycheck. Deductions for the summer paycheck will begin in the second payroll of September and will be deducted for eighteen (18) payrolls. However, if the selected deduction will result in a negative payroll balance for that particular pay period, said deduction will not be made for that pay period. Once the employee submits the Summer Paycheck Waiver it is irrevocable for the entire fiscal year. A fiscal year is defined as July 1 through June 30.

If you wish to receive a Summer Paycheck, please complete the bottom portion of this waiver and return it to the Payroll Office no later than June 30 of the preceding school year.

Please note: once you sign up for this benefit, you will not be able to change your election during the school year for which the election has been made.

Employees wishing to continue to receive a Summer Paycheck in future years must submit a new waiver at the end of their current school year (June 30) for the following school year (i.e. waiver must be turned in June 30, 2022 for the 2022-2023 school year) .

I authorize Cayuga Onondaga BOCES to withhold the following amounts from my paycheck beginning with the second payroll in September and ending on the first payroll of June, for a total of 18 deductions. This amount will be paid in a separate check at the end of the school year, and will not be direct deposited.

By signing this waiver I am indicating that I understand and agree with the process and procedures outlined above.

PLEASE CHECK ONE

_____ **\$25.00 PER PAY** <OR> _____ **\$50.00 PER PAY**

Name (please print)

Date

Signature

****THIS WAIVER MUST BE RETURNED TO THE PAYROLL OFFICE NO LATER THAN JUNE 30TH****