

# Schenectady City School District

## Method of Salary Payment for Paraprofessionals

**This form must be received in the Payroll Office  
by June 30 - No Exceptions!**

### Deferred Salary Agreement

A 10 month paraprofessional employee has the option to defer payment of his or her salary. Under the current bi-weekly method of paychecks, if selected the employee will receive his or her school year entitlement in the following manner:

- \$200 first Friday check
- 4 day paycheck
- 7 day paycheck
- Remaining balance split among 20 paychecks, with the final 4 checks coming on the last payday. But note, they are not 4 separate physical checks. They checks will be slightly less than 7.5 days.

If a person does not elect to receive this lump sum amount her or she will receive his or her school year entitlement in the following manner:

- \$200 first Friday
- 4 day paycheck
- 7 day paycheck
- Remaining balance split among 20 paychecks. They checks will be slightly less than 9.0 days.
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Internal Revenue Code regulations require that an election to defer salary payment be made in writing and be submitted prior to the start of the school year. If you wish to select the 20/24 payment plan, please check the box below, sign and date the form and return it to the Payroll Office by June 30, preceding the school year it is to be initiated.

Once a plan is chosen, it cannot be changed for a period of one year. The election will continue until written notice is provided to discontinue. This plan cannot be selected once the school year has begun.

\_\_\_\_\_ I agree to defer my contractual salary according to the 24 Payment Plan. I understand this will continue until I provide written notice to discontinue.

\_\_\_\_\_ I agree to receive my contractual salary in 20 equal payments, after the first four and 7 unequal checks. I understand this will continue until I provide written notice to discontinue.

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Please return the completed form to Payroll via Let's Talk or Inter-Office Mail.**