

## Paraprofessional Wage Payment Option Form

### Member of B.T.A. Paraprofessional Bargaining Unit

Employee name \_\_\_\_\_ Employee # \_\_\_\_\_

Title \_\_\_\_\_ School Location \_\_\_\_\_

**DEADLINE: THIS REQUEST MUST BE RECEIVED IN H.R. NO LATER THAN JUNE 17, 2016**

#### Pay Options:

I elect to receive my pay as follows:

\_\_\_\_\_ **20** equal prorated installments, to include paid holidays and equal to 196 days.

\_\_\_\_\_ **26** equal prorated installments, to include paid holidays and equal to 196 days.

- Pay will commence with first pay date in September.
- Vacation days will be paid in the 21<sup>st</sup> paycheck.

An employee's prior year election remains in effect year to year if no action is made during the open enrollment window.

Payment cycle elections are non-revocable. Mid-year position changes are not a qualifying event to change the wage payment schedule.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
H.R. Signature

\_\_\_\_\_  
Date

## **Guidelines for Wage Payment Options**

1. Annually, during the Benefit Open Enrollment Period, Paraprofessionals will be given a choice of electing 20 or 26 equal wage payments for the following school year.
2. All new hires at the start and mid year will be enrolled in the 20 wage payment schedule.
3. An employee's prior year election remains in effect from year to year if no action is taken during the Open Enrollment window.
4. The 20 and 26 wage payment schedules will commence with the first check date in September on the annual payroll calendar as published and modified as needed by the Town Treasurer's office.
5. Accumulated Vacation Time will be paid for both 20 and 26 wage payment schedules on the payroll closest to the 21<sup>st</sup> payment but no later than June 30<sup>th</sup>.
6. Payment cycle elections are non-revocable. Mid-year position changes are not a qualifying event to change the wage payment schedule.
7. Payroll deductions will be aligned with the employee's wage payment election.

Legal References: IRS Code: 2008 402(g)§409A

June 2013

2013-2014

		School Assistant		Teacher Assistant		Personal Care Assistant			
Rate / Step		\$ 13.72	Step 4	\$ 16.88	Step 4	\$ 17.83	Step 4		
Hrs Per Day		5		6.5		7			
Days Per Year		196		196		196			
Annual Salary		\$ 13,445.60		\$ 21,505.12		\$ 24,462.76			
		+ Vacation Pay 21st check		+ Vacation Pay 21st check		+ Vacation Pay 21st check			
		Option 1		Option 2		Option 1		Option 2	
		26 Payments		20 Payments		26 Payments		20 Payments	
1	9/12/2013	\$ 517.14	\$ 672.28	\$ 827.12	\$ 1,075.26	\$ 940.88	\$ 1,223.14		
2	9/26/2013	\$ 517.14	\$ 672.28	\$ 827.12	\$ 1,075.26	\$ 940.88	\$ 1,223.14		
3	10/10/2013	\$ 517.14	\$ 672.28	\$ 827.12	\$ 1,075.26	\$ 940.88	\$ 1,223.14		
4	10/24/2013	\$ 517.14	\$ 672.28	\$ 827.12	\$ 1,075.26	\$ 940.88	\$ 1,223.14		
5	11/7/2013	\$ 517.14	\$ 672.28	\$ 827.12	\$ 1,075.26	\$ 940.88	\$ 1,223.14		
6	11/21/2013	\$ 517.14	\$ 672.28	\$ 827.12	\$ 1,075.26	\$ 940.88	\$ 1,223.14		
7	12/5/2013	\$ 517.14	\$ 672.28	\$ 827.12	\$ 1,075.26	\$ 940.88	\$ 1,223.14		
8	12/19/2013	\$ 517.14	\$ 672.28	\$ 827.12	\$ 1,075.26	\$ 940.88	\$ 1,223.14		
9	1/2/2014	\$ 517.14	\$ 672.28	\$ 827.12	\$ 1,075.26	\$ 940.88	\$ 1,223.14		
10	1/16/2014	\$ 517.14	\$ 672.28	\$ 827.12	\$ 1,075.26	\$ 940.88	\$ 1,223.14		
11	1/30/2014	\$ 517.14	\$ 672.28	\$ 827.12	\$ 1,075.26	\$ 940.88	\$ 1,223.14		
12	2/13/2014	\$ 517.14	\$ 672.28	\$ 827.12	\$ 1,075.26	\$ 940.88	\$ 1,223.14		
13	2/27/2014	\$ 517.14	\$ 672.28	\$ 827.12	\$ 1,075.26	\$ 940.88	\$ 1,223.14		
14	3/13/2014	\$ 517.14	\$ 672.28	\$ 827.12	\$ 1,075.26	\$ 940.88	\$ 1,223.14		
15	3/27/2014	\$ 517.14	\$ 672.28	\$ 827.12	\$ 1,075.26	\$ 940.88	\$ 1,223.14		
16	4/10/2014	\$ 517.14	\$ 672.28	\$ 827.12	\$ 1,075.26	\$ 940.88	\$ 1,223.14		
17	4/24/2014	\$ 517.14	\$ 672.28	\$ 827.12	\$ 1,075.26	\$ 940.88	\$ 1,223.14		
18	5/8/2014	\$ 517.14	\$ 672.28	\$ 827.12	\$ 1,075.26	\$ 940.88	\$ 1,223.14		
19	5/22/2014	\$ 517.14	\$ 672.28	\$ 827.12	\$ 1,075.26	\$ 940.88	\$ 1,223.14		
20	6/5/2014	\$ 517.14	\$ 672.28	\$ 827.12	\$ 1,075.26	\$ 940.88	\$ 1,223.14		
21	6/19/2014 *	\$ 517.14	-	\$ 827.12	-	\$ 940.88	-		
22	7/3/2014	\$ 517.14	-	\$ 827.12	-	\$ 940.88	-		
23	7/17/2014	\$ 517.14	-	\$ 827.12	-	\$ 940.88	-		
24	7/31/2014	\$ 517.14	-	\$ 827.12	-	\$ 940.88	-		
25	8/14/2014	\$ 517.14	-	\$ 827.12	-	\$ 940.88	-		
26	8/28/2014	\$ 517.14	-	\$ 827.12	-	\$ 940.88	-		
		\$ 13,445.60	\$ 13,445.60	\$ 21,505.12	\$ 21,505.12	\$ 24,462.76	\$ 24,462.76		

\*Accumulated vacation time will be paid for both 20 and 26 payment schedules on the payroll closest to the 21st payment but no later than June 30th.

**THREE SAMPLES OF WAGE PAYMENT OPTIONS FOR PARAPROFESSIONALS**