



2500 Vineyard Avenue, Oxnard, CA 93036 ~ Telephone: (805) 485-3111 ~ Fax Number (805) 604-7825 ~ www.rioschools.org

## SUMMER PAY OPTION

Rio School District Employees:

Employees that work 10 months per year have the option to participate in the Summer Pay Program. This gives you a choice of 10 checks or 12 checks per year.

**How Does It Work?** From the base pay, subtract all voluntary DEDUCTIONS (except Summer W/H), TAXES (Federal, State, OASDI, Medicare, SUI, and W/C), and REDUCTIONS (STRS/PERS, section 125, TSA, etc.). 16.667 of your monthly net pay is taken from your regular September through June paychecks. This deduction is then paid back to you in the two summer checks.

**\* PLEASE NOTE: ONCE A CHOICE HAS BEEN MADE IT CANNOT BE CHANGED UNTIL THE NEXT FISCAL YEAR. TAXES ARE TAKEN AT TIME OF EARNINGS RATHER THAN THE TIME OF SUMMER DISTRIBUTION.**

**If you have any questions regarding summer pay, contact Tammy Henschel in the Payroll Department at (805) 485-3111 Ext. 2108.**

.....  
Please complete and return this form to the payroll department no later than:

### September 15, 2018

Employee Name: \_\_\_\_\_ Last four numbers of SSN: \_\_\_\_\_

\_\_\_\_\_ I choose NOT to participate in the Summer Pay Program

\_\_\_\_\_ I choose to participate in the Summer Pay Program

I will receive 12 checks. One check of each school month September through June and, in addition, will receive:

Two summer pay checks for July & August on June 28, 2019

**\*\*PLEASE NOTE\*\***

**Direct Deposit** - All checks distributed through the Summer Pay Program will be Direct Deposited on payday in June.

**Paper Checks** - Your paper checks can be picked up at the District Office on pay day. All checks not picked up on pay day will be mailed home the same day.

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

\_\_\_\_\_  
Date