

MIDDLETOWN TOWNSHIP PUBLIC SCHOOLS

Office of the School Business Administrator/Board Secretary

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**William O. George III, Ed.D.
Superintendent of Schools**

**Amy P. Gallagher, CPA
School Business Administrator/
Board Secretary**

To: All 10-Month MTEA Employees
From: Amy P. Gallagher
Date: May 17, 2019
Re: Summer Payment Plan – 2019-2020 (summer of 2020)

The Middletown Township Education Association (MTEA) contract includes a provision for a summer payment plan, as directed by Title 18A:29-3. For those employees who want to participate in the plan, the District will withhold 10% of each semi-monthly salary installment from September 1 – June 30. The accumulated deductions for any academic year shall be paid to the employee or his estate under such rules as may be established by the District in one of the following ways:

1. At the end of the academic year.
2. In one or more installments after the end of the academic year but prior to September 1st.
3. Upon death or termination of employment, if earlier.

As a result of consultation with MTEA leadership, the District will distribute the accumulated salary deductions in four installments that will coincide with July and August payroll dates. All accumulated deductions will be distributed in this manner.

The 10% withholding will be calculated using gross salary and be an after-tax deduction. All payroll deductions (tax, pension, health insurance contributions, etc.) will be withheld by June 30th. No deductions will be taken from the summer payments.

In order to participate in the summer payment plan for the summer of 2020, any interested employee must complete and sign this memo, and return as indicated by July 31, 2019. Employees who plan to participate are encouraged to return this election form as soon as possible.

Once you have committed to participate in the summer payment plan for the year, you will not be able to withdraw these accumulated deductions prior to June 30. You will be bound for one year.

Additionally, all employees who are participating in the summer pay plan are required to sign up for direct deposit of their paychecks if not already enrolled.

Please return this signed memo at your earliest convenience, but not later than July 31, 2019, to JoAnn Antonio, Payroll Supervisor, in Central Office. You will receive an email confirmation from the Payroll Department when your form is received.

I wish to participate in the summer payment plan as provided by Title 18A:29-3 for the 2019-2020 school year. I understand that I will not be able to change my method of payment until the next school year and that I must be enrolled in direct deposit by September 1, 2019. Deductions will begin September 1, 2019.

Signature of employee

Date

Print name

School location