



Authorization Form for Voluntary Payroll Deduction for ECTS
to front the cost of Job Related Expenses that are the Employee's Responsibility

Based on Board Policy 615

Employee Name: _____ Position: _____

Reason/Debt that ECTS is paying for the Employee that Payroll Deduction will reimburse.

Description	Amount
*Note: I understand the contract language will be followed for tuition reimbursement. If I as the employee do not fulfill the contractual requirements for tuition reimbursement, ECTS will recover the full amount of tuition through Payroll Deduction at 50% of my paychecks until the debt is settled. ECTS will take more than 50% if there are not enough pay periods to recover the debt.	Employee Initials of Understanding:
*Note: The OCA exam payments are a 3-year no interest loan. If the employee fulfills 3 years of service to ECTS, the Loan is forgiven and does not need paid back. If the employee leaves prior to 3 full years of service, ECTS will recover the full amount of OCA payment through Payroll Deduction.	Employee Initials of Understanding:

TOTAL of ECTS PAYMENT: _____

TOTAL of Payroll Total Deduction anticipated to make ending balance even: _____

Bi-weekly Deduction: _____ Anticipated number of pays: _____

\Note;The.last.deduction.will.always.be.the.balance.of.debt.owed;

I.hereby.authorize.Erie.County.Technical.School.to.make.the.above.deduction.from.my.pay.in.accordance.
with.the.above.terms;.I.understand.and.agree.that.I.am.responsible.for.satisfying.the.debt.incurred.through.
ECTS.paying.for.the.above.amounts;.I.understand.and.agree.that.any.amount.that.is.due.and.owing.at.the.time.
of.my.termination?regardless.of.whether.my.termination.was.voluntary.or.not?will.be.deducted.from.my.final.
paychecks?likewise.I.understand.if.the.debt.is.more.than.my.final.paychecks?I.will.need.to.repay.ECTS.for.any.
other.amounts.that.may.be.owed;.I.further.understand.and.agree.that.deductions.will.be.made.after.any.
mandatory.taxes.as.well.as.for.any.employer.programs.in.which.I.have.enrolled?for.which.I.am.eligible?or.to.
which.I.have.agreed;

Employee Signature: _____ Date: _____

Director/Business Manager Approval: _____ Date: _____