

**South Coast Education
Service District**

Code: **DL**
Adopted: 12/12/06
Reviewed: 8/1/17
Readopted: 2/13/18

Payroll

Preparation of payroll, including time schedules and payroll periods, will be done in accordance with each employee's collective bargaining agreement/group agreement with the district. Employee health, accident, dental and other types of insurance will be provided as outlined in the agreements.

Salary Deductions

Authorized payroll deductions will be made after an appropriately submitted written request from the employee. Mandatory payroll deductions will be withheld as required by state and federal law. No other automatic deductions except those required by law will be made from an employee's pay without authorization of the Board.

Advance Salary Payments

All requests for advance salary payments must be approved by the superintendent. Payment will not exceed one-half the amount of net salary earned at the time of the request. No more than three advances per year for each employee will be approved.

END OF POLICY

Legal Reference(s):

ORS 243.650(10), (16)
ORS 243.666
ORS 243.820 - 243.830
ORS 332.505
ORS 332.534
ORS 334.125(5)
ORS 652.110
ORS 652.120
ORS 652.610

Cross Reference(s):

DLB – Salary Deductions