

# Canby School District 86

Code: **DLB**  
Adopted: 2/20/03  
Readopted: 5/17/18  
Orig. Code(s): DLB

## Salary Deductions

Authorized payroll deductions will be made upon an appropriately submitted written request from the employee.

Subject to normal accounting procedures, employees may authorize modification in the payment of their salary or withholdings to include deductions for:

1. Tax sheltered annuities, as authorized by the Internal Revenue Service;
2. Insurance premiums in excess of district contributions to Board-approved programs;
3. Labor organizations dues (or Fair Share);
4. Section 125 (Flexible Spending Accounts or Dependent Day Care);
5. Health Savings Accounts (HSA); and
6. Other approved nonprofit organizations.

The district will comply with federal requirements that establish maximum annual TSA allowable contributions. The district reserves the right to reduce, suspend and/or reinstate employee TSA contributions at any time to ensure compliance with applicable law.

No other automatic deductions except those required by law will be made from an employee's pay without authorization of the director of finance.

END OF POLICY

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### Legal Reference(s):

[ORS 243.650\(10\)](#), (16)  
[ORS 243.666](#)

[ORS 332.505](#)  
[ORS 652.110](#)

[ORS 652.120](#)  
[ORS 652.610](#)

I.R.C. §403 (2006).  
29 C.F.R. § 541.603 (2004).