



Code: **DLB**
Adopted: 6/14/80
Revised/Readopted: 1/11/89; 10/23/13
Orig. Code(s): 3530; 4530; 6500

Salary Deductions

District approved payroll deductions will be made upon written request from the employee.

Subject to normal accounting procedures, employees may authorize modification of their salary to include deductions such as:

1. Tax sheltered annuities (TSA), as authorized by the Internal Revenue Service and approved by the district;
2. Insurance premiums in excess of district contributions to Board-approved programs;
3. Labor organization dues (or Fair Share);
4. Credit unions;
5. United Way;
6. CARE/SEED/PIE;
7. Emergency Lunch Fund (ELF).

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.

Automatic deductions, except those required by law, will not be made from an employee's pay without Board authorization.

END OF POLICY

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).