

# Corbett School District 39

Code: **DL**  
Adopted: 8/19/87  
Readopted: 10/16/97  
Orig. Code(s): DL

## Payroll

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

Adequate records will be maintained for substitute and temporary employees of the district to insure fiscal accountability for the days and hours worked by each. Payments for their services will be made on a monthly basis at the same time as for regular and permanent district employees.

Payment of wages will be monthly with checks delivered by the principals. Employees wishing to have their checks mailed or picked up by others will request such variances in writing from the deputy clerk. Direct deposit is available.

END OF POLICY

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### Legal Reference(s):

[ORS 243.650 \(10\),\(16\)](#)  
[ORS 243.666](#)  
[ORS 243.820 - 243.830](#)  
[ORS 332.505](#)  
[ORS 332.534](#)  
[ORS 652.110](#)  
[ORS 652.120](#)  
[ORS 652.610](#)

### Cross Reference(s):

DLB - Salary Deductions