

Dallas School District 2

Code: **DL**
Adopted: 5/13/02
Readopted: 12/08/08; 4/23/12; 4/08/13

Payroll

Management of the district's payroll system shall be a direct responsibility of the Business Manager/Deputy Clerk acting under the following policy statements:

General Payroll Policy

Salary payment shall be made on the 25th day of each month. If the 25th of the month falls on a Saturday, Sunday or holiday, salary payments shall be available at the district office at 7:30 a.m. on the first district office working day following.

All required payroll forms must be completed before a payroll check can be issued to an employee.

Payroll Deductions for Tax Sheltered Annuities, Deferred Compensation and 403b Mutual Funds

As a service to employees of the Dallas School District the school board authorizes the Business Manager/Deputy Clerk to honor requests for payroll deductions to purchase tax sheltered annuities from insurance or investment companies, to honor such payroll deduction requests for deposits in deferred compensation accounts as provided by law or I.R.S. rules and to honor requests for payroll deductions for 403B Mutual Funds. Rules governing these deductions are stated in the district's adopted 403(b) Plan Document.

Employee Giving Program

As a service to Dallas School District employees, the school board authorizes the Business Manager/Deputy Clerk to honor requests for payroll deductions to be withheld and forwarded to organizations approved to participate in the Dallas School District Employee Giving Program. Rules governing participation are stated in the district's adopted plan document on file at the business office.

Payment of Fringe Benefits

The school board authorizes the Business Manager/Deputy Clerk to enroll employees in the programs agreed upon through the collective bargaining process or, for administrative and confidential employees, in programs authorized by school board action. The Business Manager/Deputy Clerk is authorized to pay the costs of such programs from school district funds in the amount and in the manner required by the Collective Bargaining Agreements or by the school board's action.

Payments for Military Training or Duty Periods

An employee of the Dallas School District who is called to attend a military training or duty period and is released from his/her regular duties during the contract period shall continue to receive the regular salary, as is now required by ORS 408.290.

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 652.110](#)

[ORS 652.120](#)

[ORS 652.610](#)

Cross Reference(s):

DLB - Payroll Deductions