

Payroll/Salary Deductions

Payroll

Preparation of payroll, including time schedules and payroll periods, will be done in accordance with each employee group's labor agreement with the district. Employee medical, accident, dental and other types of insurance will be provided as outlined in the agreements. Copies of current labor agreements will be included as an appendix to the district policy book. 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 at the request of the representative employee groups or written authorization by the employee.

Salary Deductions

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

Subject to standard accounting procedures, employees may authorize the district clerk to modify the payment of their salary to include deductions for:

1. Tax sheltered annuities (TSA), as approved by the Board;
2. Insurance premiums in excess of district contributions to board-approved programs;
3. Labor organization dues;
4. Credit unions; and
5. United Way.

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 and district policy.

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](#)

Economic Growth and Tax Relief Reconciliation Act of 2001, P.L. 107-16.