

# Grants Pass School District 7

Code: **DL**  
Adopted: 6/14/88  
Revised/Readopted: 2/24/04  
Orig. Code(s): DL

## Payroll

Preparation of payroll, including time schedules and payroll periods, will be done in accordance with each employee group's collective bargaining agreement with the district. Employee health, accident, dental and other types of insurance will be provided as outlined in the agreements. Mandatory payroll deductions will be withheld as required by state and federal law.

Subject to normal accounting procedures, employees may authorize the director of business services to modify payment of their salary to include deductions for:

1. Tax sheltered annuities (TSA), as authorized by the Internal Revenue Service;
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.

Employees new to the district are eligible for medical-hospital and group life/indemnity insurance after 30 days employment with the district.

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

All new employees of the district regardless of title, including part-time and substitutes, are responsible for completing the necessary payroll information forms when they start their employment and before they receive their first paycheck. These forms include those required by the government and by the state, and such others as necessary for the efficient operation of the district.

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