

Helix School District 1R

Code: **DL**
Adopted: 1/8/97
Orig. Code(s): None

Payroll

Preparation of payroll, including time schedules and payroll periods, will be done in accordance with each employee group's labor agreement and established district practices. 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 deputy clerk to modify the payment of their salary to include district approved deductions. Authorized payroll deductions will be made only after an appropriately and timely signed form is received from the employee.

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](#)