

**Jefferson County
School District 509J**

Code: **DLB**
Adopted: 4/11/88
Readopted: 6/12/17; 7/23/18
Orig. Code(s): DLB

Salary Deductions

Payroll deductions are allowed only upon approval by the Board and are subject to the following requirements:

1. Organizations, companies or individuals desiring the institution of a salary deduction plan must submit a desired plan to the Board for advance approval.
2. Deductions are to be withheld in equal installments. The number of installments will be determined by the number of pay periods included in the employee's job description.
3. The payroll department of the business office shall be given 30 days' notice of the institution or termination of a payroll deduction by an individual.
4. All salary deductions other than those regulated by federal or state law will be deducted only upon written approval of the employee.
5. Deduction from an employee's payroll shall be made according to provisions of Oregon Revised Statute (ORS) 652.610.

The Board authorizes, within the above regulations, payroll deductions as specified in the negotiated agreements.

Tax-sheltered Annuities. The Board authorizes payroll deduction for employee requested tax sheltered annuities. To promote maximum personnel service and minimize cost to the district, the Board authorizes promulgation of rules and procedures to govern the processing of tax sheltered annuity payroll deductions.

Warm Spring Housing. The district maintains district-owned housing and mobile homes spaces at Warm Spring for employees of the district. Monthly fees will be withheld from payroll checks for tenants occupying a unit.

Childcare Services. Onsite childcare is currently provided by the district to employees for a fee. District employees electing to use this service will have childcare fees deducted from their payroll checks on a monthly basis.

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](#)

I.R.C. §403 (2006).
29 C.F.R. § 541.603 (2004).

Cross Reference(s):

DL - Payroll