

Lane Education Service District Policy

Code: **DL**
Adopted: 6/27/00
Revised/Readopted: 12/11/01, 8/27/02
Orig. Code(s): DL

Payroll

Preparation of payroll including time schedules and payroll periods will be done in accordance with the terms of the collective bargaining agreement, where applicable and in accordance with Lane ESD's procedures where not applicable. Employee health, accident, dental and other types of insurance will be as provided in the collective bargaining agreement where applicable and in accordance with the ESD's procedures where not applicable. Mandatory payroll deductions will be withheld as required by state and federal law.

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

No deduction for tax sheltered annuity programs will be accepted without meeting the criterion established by and approved by the employee benefits committee. In no instance shall the numbers of approved programs exceed 12 active accounts.

END OF POLICY

Legal Reference(s):

[ORS 243.650](#) (10), (16)
[ORS 243.666](#)
[ORS 243.820](#) - 243.830
[ORS 334.125](#) (5)
[ORS 652.110](#)
[ORS 652.120](#)
[ORS 652.610](#)

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