

Mapleton School District 32

Code: **DL/DLA**
Adopted: 7/12/01
Readopted: 12/18/13
Orig. Code(s): DL/DLA

Payroll/Payday Schedule

Preparation of payroll, including time schedules and payroll periods, will be done in accordance with each employee's collective bargaining agreement/group 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.

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

Payday is scheduled for the 20th of each month. When this date is on a holiday or a Board approved no school day, payment may be made prior to the 20th.

The deputy clerk, under the supervision of the superintendent, is responsible for payroll.

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](#)