

**Multnomah Education  
Service District**

Code: **DLB-AR(2)**  
Adopted: 9/21/10  
Amended:  
Reviewed:

**Salary Adjustments - Salary Advance**

A payroll advance of 30% or an employee's gross salary will be granted under the following conditions:

1. A new employee may request an advance on their earnings when the employee's first paycheck will not be issued until the month following hire. The request for advance shall be made to the Human Resource Services Department and requires approval of the Human Resource Services Director.
2. A regular employee may request an advance once per calendar year. The advance will be paid on hours worked between the first of the month and the day on which the request is made (e.g. between March 1 and 18). The request for advance must be made seven or more days prior to a regular payday. Payment requires approval by the Human Resource Service Director and Business Services.
3. Pursuant to Article 17 - Compensation of the AFSCME contract, "No draws will be made for a part-year Member who is receiving equal paychecks." (17.19.H)

Payroll advances shall be deducted from the employee's next regular pay check.