

Oregon City School District

Code: **DLBA**
Adopted: 10/83
Readopted: 11/05/07
Orig. Code(s): 6250R

Advance Salary Payments

Advance payments upon employee advance earnings will be made only in cases of emergency approved by the superintendent or designee. Advance payments will not be made in excess of the amount of actual earned wages minus taxes and other payroll deductions required. Substitute employees are not eligible for advance payments. There shall be a maximum of two advance payments in a fiscal year for all employees. Approved requests must be received before the designated payroll cut-off date established by the business office.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 652.140](#)