

# Oregon City School District

Code: **DLBA**  
Adopted: 10/83  
Revised/Readopted: 11/05/07; 8/08/11; 5/08/17;  
10/09/17  
Orig. Code(s): 6250R

## Advance Salary Payments

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

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)  
[ORS 652.140](#)