

Pleasant Hill School District 1

Code: **DL**
Adopted: 7/87
Readopted: 1/10/00, 10/25/10

Issuance of Payroll Checks

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 deductions except those required by law and applicable provisions of collective/group agreements will be made from an employee's pay without authorization of the Board.

Pay day shall be the 20th day of the month or as otherwise specified by applicable provisions of the employee's collective bargaining agreement/group agreement with the district. If the 20th day of the month falls on a Saturday, then payday shall be the prior Friday; if the 20th day of the month falls on a Sunday, then payday shall be the following Monday; if the 20th day of the month falls within a school vacation period, such as winter or spring, then the payday shall be the last day of school preceding the vacation period.

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](#)