

**Port Orford-Langlois
School District 2CJ**

Code: **DLB**
Adopted: 9/1/87
Revised/Readopted: 6/8/04
Orig. Code(s): DLB

Payroll Deductions

Authorized payroll deductions will be made upon a written request from the employee.

Subject to standard accounting procedures, employees may authorize modification in the payment of their salary to include deductions for:

1. Tax-sheltered annuities (TSA), as authorized by the Internal Revenue Service and approved by the Board;
2. Insurance premiums in excess of district contributions to Board-approved programs;
3. Labor organization dues;
4. Credit unions;
5. United Way; and
6. Any additional plan or program jointly approved by the employer associations and the Board.

The district will comply with federal requirements that establish maximum annual TSA allowable contributions. The district reserves the right to reduce, suspend and/or reinstate employee TSA contributions at any time to ensure compliance with applicable law.

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

END OF POLICY

Legal Reference(s):

[ORS 243.650](#) (10), (16)
[ORS 243.666](#)

[ORS 332.505](#)
[ORS 652.110](#)

[ORS 652.120](#)
[ORS 652.610](#)

Economic Growth and Tax Relief Reconciliation Act of 2001, P.L. 107-16.

Cross Reference(s):

DL - Payroll