



Code: **DL**
Adopted: 9/28/16

Payroll

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. Subject to the terms of the employee agreements, health, accident, dental and other types of insurance may be purchased on behalf of the employee. Mandatory payroll deduction will be withheld as required by state and federal law.

Subject to normal accounting procedures, employees may authorize modification of the payment of their salary to include deductions for: (1) insurance premiums in excess of district contribution to district-approved programs; (2) labor organization dues; (3) other purposes approved by the district and/or provided for in the negotiated employee agreements.

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

END OF POLICY

Legal Reference(s):

[ORS 243.650\(10\), \(16\)](#)
[ORS 243.666](#)
[ORS 243.820 to -243.830](#)

[ORS 332.505](#)
[ORS 332.534](#)
[ORS 652.110](#)

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

Cross Reference(s):

DLB - Salary Deductions
DLBA - Advance Salary Payments