

# Riddle School District 70

Code: **DL/DLA/DLBA**  
Adopted: 6/18/90  
Readopted: 11/28/01  
Orig. Code(s): DL/DLA

## Payroll/Payday Schedule

Preparation of payroll, including time schedules and payroll periods, will be done in accordance with each employee's collective bargaining agreement with the district. Employee health, accident, dental and other types of insurance will be provided as outlined in the collective bargaining agreements. Mandatory payroll deductions will be withheld as required by state and federal law.

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

Regular monthly salary checks will be issued by the 25th of each month.

Deviations from this schedule must be approved by the superintendent and deputy clerk.

In certain emergencies, employees may ask for an advance on their checks by consulting the clerk, but these should be held to a minimum.

END OF POLICY

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### Legal Reference(s):

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

[ORS 243.666](#)

[ORS 243.820 - 243.830](#)

[ORS 332.107](#)

[ORS 332.505](#)

[ORS 332.534](#)

[ORS 652.110](#)

[ORS 652.120](#)

[ORS 652.140](#)

[ORS 652.610](#)