

# Rogue River School District 35

Code: **DLBA**  
Adopted: 4/26/11  
Readopted: 11/21/17  
Orig. Code(s): DLBA

## Advance Salary Payments

The district issues paychecks once a month in accordance with each employee group's collective bargaining agreement/group agreement with the district. Substitutes and other employees not covered by collective bargaining agreements will be paid on the last working day of the month.

The district recognizes that occasionally regular employees will have emergencies that may require an advance on their payroll. When this occurs, the following guidelines will be followed:

1. Employees will request the advance in writing on the appropriate form through their administrator to the business manager for approval or denial;
2. If the request is approved by the business manager, payment will not exceed 60 percent of the gross salary earned at the time of the request;
3. Payroll advance requests must be received by the business office by the 10th of the month. Payroll advance checks will be issued and returned to the employee on the 15th of the month;
4. Payroll advances will be limited to not more than one a month and to no more than three advances within a 12 month (fiscal year) period.

END OF POLICY

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### Legal Reference(s):

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