

# Sherman County School District

Code: **DL**  
Adopted: 8/14/95  
Readopted: 6/13/05; 12/09/13

## Payroll

All records required for payroll preparation will be maintained in the district office. The preparation of payrolls for all classes of employees of the district will be under the supervision and direction of the superintendent.

Mandatory payroll deductions will be withheld as required by state and federal law. No other automatic deduction except those required by law and will be made from an employee's pay without authorization of the Board.

### Time Schedules

Reports of hours worked and other related information shall be turned in to the district office at times scheduled by the district administration as required for the preparation of the payrolls.

END OF POLICY

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### 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