

Siuslaw School District 97J

Code: **DL/DLA/DLB**

Adopted: 04/23/97

Revised/Readopted: 12/11/13

Payroll

Preparation of payroll, including time schedules and payroll periods, will be made in accordance with the collective bargaining agreements or individual employment contracts with the district. Employee health, accident, dental and other types of insurance will be provided as outlined in the agreements or contracts. Mandatory payroll deductions will be withheld as required by state and federal law.

Payday Schedule

Regular monthly salary checks will be issued on the last working day of the month or in accordance with negotiated agreements. Deviations from this schedule must be approved by the superintendent.

Salary Deductions

Employee authorized automatic payroll deductions will be made upon an appropriately submitted written request from the employee or as authorized in the collective bargaining agreements. No deductions will be made except for those legally required by law or authorized by the Board. The superintendent will develop a list of automatic deductions for Board authorization.

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](#)