

**Saint Helens
School District 502**

Code: **DL**
Adopted: 5/29/02
Readopted: 5/14/07
Orig. Code(s): DL

Payroll

Preparation of payroll, including time schedules and payroll periods, will be done in accordance with each employee group's collective bargaining agreement with the district. Employee health, accident, dental and other types of insurance will be provided as outlined in the agreements. Copies of current labor agreements will be included as an appendix to the district policy book. Mandatory payroll deductions will be withheld as required by state and federal law and according to the provisions of negotiated agreement with employees.

Subject to normal accounting procedures, employees may authorize the deputy clerk to modify the payment of their salary to include deductions for:

1. Tax sheltered annuities, as authorized by the Internal Revenue Service and approved by the district;
2. Insurance premiums in excess of district contributions to board-approved programs;
3. Labor organization dues (or fair share);
4. Credit unions;
5. United Way;
6. Savings bonds; and
7. CARE.

The district will comply with federal requirements that establish maximum annual TSA allowable contributions. The district reserves the right to reduce, suspend and/or reinstate employee TSA contributions at any time to ensure compliance with applicable law.

Employees new to the district are eligible for medical-hospital and dental insurance on the first day of the month following the date of application.

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

END OF POLICY

Legal Reference(s):

[ORS 243.650\(10\), \(16\)](#)
[ORS 243.666](#)
[ORS 243.820 - 243.830](#)
[ORS 332.505](#)
[ORS 332.534](#)
[ORS 652.110](#)
[ORS 652.120](#)
[ORS 652.610](#)