

Umatilla School District 6

Code: **DL**
Adopted: 12/14/95
Revised/Readopted: 2/11/04
Orig. Code(s): DL

Payroll

All records required for payroll preparations 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/clerk and in accordance with each employee's collective bargaining agreement/group agreement with the district.

Time sheets and authorizations for payment shall be submitted by principals and supervisors on the dates requested by the district office.

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](#)

Cross Reference(s):

DLB - Salary Deductions