

Payroll

All actions of the Board to employ or re-employ an individual on contractual or hourly basis, as well as all actions with regard to employee resignation, retirement, death, discharge or termination, shall be noted in the minutes of the meeting in which the action takes place. The business manager will accept as authorization for payment, the action of the Board upon employment.

Salary may be withheld for unapproved time upon the recommendation of the superintendent.

All regular staff members shall be paid once a month, on the 15th of the month or the last working day prior to the 15th.

The Board authorizes payroll deductions for:

1. State and national dues for those members of recognized organizations who authorize deductions in writing;
2. Tax sheltered annuities which are accompanied by employee authorization and a hold harmless clause provided by the company;
3. Credit union payments;
4. Contributions to United Way;
5. Insurance coverage such as disability, dental, health, life, etc.

Automatic deductions, except those required by law, will not be made from an employee's pay without Board authorization.

END OF POLICY

Legal Reference(s):

[ORS 243.650](#) (10), (16)[ORS 243.666](#)
[ORS 243.820](#) - 243.830
[ORS 334.125](#) (5)
[ORS 652.110](#)