

Three Rivers School District

8550 New Hope Rd • PO Box 160 • Murphy, OR 97533

Policy: DL-AR
Adopted: 7/10/06, _____

PAYROLL ADVANCES¹

The District issues paychecks once a month.

The District recognizes that occasionally employees will have emergencies that may require an advance on their payroll. When this occurs, the following guidelines will be followed **in conjunction with the appropriate collective bargaining agreement.**

1. Employees will request the advance in writing ~~through their supervisor to the~~ **for** Superintendent for approval or denial.
2. **Any payroll advance request must be received in Human Resources by the first Friday of the month and shall be issued no later than 1:00 p.m. on the second Friday of the month. In the event either Friday is a non-work day, the request or pay shall be made on the previous work day.**
3. If the request is approved by the Superintendent, payment will not exceed ~~the amount of the net salary earned at the time of the request.~~ **50% of monthly salary.**
4. ~~Any payroll advance request received by the business office by 1:00p.m. will be available to be picked up after 1:00p.m. the following work day. Requests submitted after 1:00p.m. will be available two work days after submission.~~
5. ~~Payroll advances will be limited to no more than one a month and to no more than two advances within a 12-month (fiscal year) period.~~

¹Pending Contract Negotiations with the OEA and OSEA; effective upon Board approval for the Administrative and Confidential staffs