

Three Rivers School District

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

Policy: DL
Adopted: 3/20/06

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.

Substitutes, temporary workers, and other employees not covered by collective bargaining agreements will be paid on the last working day of the month.

Mandatory payroll deductions will be withheld as required by state and federal law.

Subject to normal accounting procedures, employees may authorize the ~~director of~~ Director of Fiscal and Support Services to modify payment of their salary to include deductions for:

1. Tax sheltered annuities (TSA), as authorized by the Internal Revenue Service;
2. Insurance premiums and other Flexible Spending Accounts, in accordance with Section 125 of the Internal Revenue Code;
3. Labor organization dues;
4. Credit unions; and
5. ~~United Way~~
5. *Other voluntary deductions as noted in policy DLB – Salary Deductions.*

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 group life/indemnity insurance after meeting eligibility requirements as outlined in collective bargaining agreements.

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

All new employees of the District regardless of title, including part-time and substitutes, are responsible for completing the necessary payroll information forms when they start their employment and before they receive their first paycheck. These forms include those required by the government and by the state, and such others as necessary for the efficient operation of the District.

END OF POLICY

Legal References:

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