

**West Linn-Wilsonville
School District 3J**

Code: **DL**
Adopted: 12/04/06
Readopted: 1/11/16
Orig. Code(s): DL

Payroll Procedures

Preparation of the payroll, including time schedules and payroll periods, will be done in accordance with each employee's collective bargaining agreement/group agreement with the district. Employee health, accident, dental and other types of insurance will be provided as outlined in the agreements. Mandatory payroll deductions will be withheld as required by state and federal law.

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

The superintendent is authorized to certify payrolls and to issue checks on his/her signature alone in accordance with the duly certified payroll.

The check signer will be under the direction and control of the superintendent and the business manager who will determine the procedures for its use. The business manager will perform the duties of check signing should the superintendent be unavailable.

END OF POLICY

Legal Reference(s):

[ORS 243.650\(10\), \(16\)](#)
[ORS 243.666](#)
[ORS 243.820 to -243.830](#)

[ORS 332.505](#)
[ORS 332.534](#)
[ORS 652.110](#)

[ORS 652.120](#)
[ORS 652.610](#)

Cross Reference(s):

DLB - Salary Deductions