

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

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

Salary Deductions

The Board authorizes, within the following restrictions, salary deductions for tax sheltered annuities, credit unions, union dues, approved charities, and other organizations specified in employee labor agreements.

1. A plan for salary deductions for any organization, company or individual must have advance approval from the business office;
2. Deductions are to be made in equal installments with the number of installments being determined by the number of pay periods in employee's job description;
3. A 30 day notice shall be given to the business office for starting or ending a salary deduction by an individual or as specified in agreements with carriers and within guidelines of federal and state laws;
4. Written approval of salary deductions by the employee is needed except for those federal or state regulated deductions.

END OF POLICY

Legal Reference(s):

[ORS 243.650\(10\)](#), (16)
[ORS 243.666](#)

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

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

I.R.C. §403 (2006).
29 C.F.R. § 541.603 (2004).

Cross Reference(s):

DL - Payroll Procedures