

# Seaside School District 10

Code: **DL**  
Adopted: 7/26/07

## Payroll

Preparation of 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.

Subject to normal accounting procedures, employees may authorize the business office to modify the payment of their salary to include deductions for:

1. Tax sheltered annuities and deferred income plans, as authorized by the Internal Revenue Service;
2. Insurance premiums in excess of District contributions to Board-approved programs;
3. Labor organization dues;
4. Credit unions; and
5. United Way.

Employees new to the District are eligible for medical-hospital and group life/indemnity insurance after 30 days employment with the District.

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

Authorized payroll deductions will be made upon appropriately submitted request from the employee.

END OF POLICY

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### Legal Reference(s):

[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](#)