

Bandon School District 54

Code: DL
Reviewed: 10/83
Revised/Readopted:
1/8/90
Orig. Codes: 6510,
6530

PAYROLL

Preparation of payroll, including time schedules and payroll periods, will be done in accordance with each employee's group labor 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.

All records required for payroll preparation will be maintained in the office of the deputy clerk. The preparation of payrolls for all classes of employees of the district will be under the supervision and direction of the superintendent or his or her designated representative.

Reports of hours worked and other related information shall be turned in to the district office at times scheduled by the district administration as required for the preparation of the payrolls.

Adequate records will be maintained for substitute and temporary employees of the district to insure fiscal accountability for the days and hours worked by each. Payments for their services will be made on a monthly basis at the same time as classified district employees.

END OF POLICY

Legal References:

ORS 243.650(10), (16)
ORS 243.666
ORS 243.820 - 243.830
ORS 332.505
ORS 342.604
ORS 652.110
ORS 652.120
ORS 652.610