

Amity School District 4J Payroll Policy

Code: **DL**

Amity School District 4J

Adopted: 4/11/90 Revised/Readopted: 10/11/00

Payroll

All records required for payroll preparation will be maintained in the district office. The preparation of payrolls for all classes of employees of the district will be under the supervision and direction of the superintendent and in accordance with each employee's group labor agreements with the district.

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

Adequate records will be maintained by the building principals for substitute and temporary employees of the district to ensure 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 for regular and permanent district employees.

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

At the request of the employee, direct deposit may be made to financial institutions approved by the superintendent.

Under no circumstances are employees allowed to draw against earnings.

END OF POLICY

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](#)