

**Linn Benton Lincoln
Education Service District**

Code: **DL**
Adopted: 7/8/98
Readopted: 10/10/07

Payroll

It is the policy of the ESD to pay employees by check or direct deposit on a regular basis and in a manner so that the amount, method and timing of such payments comply with any applicable laws or regulations.

Employees will be paid on the twenty-fifth day of the month. If the regular payday occurs on a Saturday, Sunday or holiday, employees will be paid on the last working day prior to the regular payday.

Employees on each payday will receive, in addition to their check or deposit advice, a statement showing gross pay, deductions and net pay. The non-voluntary costs of local, state, federal and Social Security taxes will be deducted automatically. No other deductions will be made unless required or allowed by law, contract or employee obligation. Employees may elect to have voluntary deductions taken from their pay only if they authorize the deductions in writing.

Non-voluntary deductions include federal and state income tax, Social Security tax, unemployment tax, workers' compensation and the Public Employees Retirement System contribution.

END OF POLICY

Legal Reference(s):

[ORS 243.650\(10\), \(16\)](#)
[ORS 243.666](#)
[ORS 243.820 - 243.830](#)
[ORS 334.125\(5\)](#)
[ORS 652.110](#)
[ORS 652.120](#)
[ORS 652.610](#)

Cross Reference(s):

DLB - Salary Deductions
DLBA - Advance Salary Payments