

Payroll

The Payroll Clerk shall prepare the payroll, including time sheets and payroll periods, in conformity with the requirements of each employee group's labor agreement or contract with the District, appropriate statutes and the Oregon Total Information System.

Employee health, accident, dental and other types of insurance will be provided as outlined in the agreements or contracts. 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.

END OF POLICY
