

# Banks School District 13

Code: **DLB**  
Adopted: 9/9/96; 7/10/00  
Revised/Readopted: 11/8/10  
Orig. Code(s): DLB

## Salary Deductions

Salary deductions are subject to the following requirements:

1. Organizations, companies or individuals desiring the institution of a salary deduction plan must obtain advance approval from the superintendent prior to contacting staff. 403(b) deductions will adhere to the district's plan document;
2. Payroll deductions will be permitted with five participants or more for an approved program;
3. The payroll department shall be notified by the 13<sup>th</sup> of each month of the institution or termination of a salary deduction by an individual;
4. All salary deductions other than those regulated by law or collective bargaining agreement will be deducted only upon written approval of the employee.

END OF POLICY

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Legal Reference(s):

ORS 243.650 (10), (16)  
ORS 243.666  
ORS 332.505

ORS 652.110  
ORS 652.120  
ORS 652.610

Cross Reference(s):

DL - Payroll