

Woodburn School District 103

Code: **DLB**
Adopted: 12/17/90
Revised/Readopted: 8/19/99, 10/21/04
Orig. Code(s): DLB

Salary Deductions

Authorized payroll deductions will be made upon an appropriately submitted written request from the employee.

Subject to normal accounting procedures and collective bargaining agreements, as applicable, employees may authorize modification of their salary to include deductions such as: (1) tax-sheltered annuities, as authorized by the Internal Revenue Service and approved by the Board, (2) insurance premiums in excess of district contributions to Board-approved programs, (3) labor organization dues or fair share accounts, (4) credit unions, (5) United Way and deferred compensation through Marion/Polk Credit Union.

District-approved TSA companies shall be required to provide employees a maximum exclusion allowance (MEA) prior to the initial withholding, or any changes in withholdings, from employees' earnings. Employees are responsible for filing a copy of the MEA with the district prior to any district withholding.

No other automatic deductions except those required by law will be made from an employee's pay without Board authorization.

END OF POLICY

Legal Reference(s):

[ORS 243.650](#) (10), (16)
[ORS 243.666](#)
[ORS 332.505](#)

[ORS 652.110](#)
[ORS 652.120](#)
[ORS 652.610](#)