

# Culver School District 4J

Code: **DLB**  
Adopted: 12/02/03  
Readopted: 04/18/06

## Salary Deductions

Salary deductions are allowed only upon approval by the Superintendent and are subject to the following requirements:

1. Organizations, companies, or individuals desiring the institution of a salary deduction plan must submit a desired plan to the Superintendent for advance approval.
2. Deductions are to be withheld in equal installments, with the number of installments being determined by the number of pay periods included in the employee's position description.
3. The business office shall be given 30 days notice of the institution or termination of a salary deduction by an individual.
4. The business office will comply with applicable state and federal regulations relative to salary deductions on all payments to regular employees for rendered services. This includes contracted extended responsibility pay, and contracted curriculum work.
5. All salary deductions other than those regulated by federal or state government will be deducted only upon written approval of the employee.

The Board authorizes, within the above regulations, salary deductions as specified in the negotiated agreements.

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](#)

I.R.C. § 403 (2006).  
29 C.F.R. § 541.603 (2004).