

ARTICLE 10: PAYROLL PERIODS AND PAYROLL DEDUCTIONS

Payroll Periods

Paydays and cut-off dates for payroll periods shall be determined when the school calendar is established. These dates shall be published and given to all classified employees at the beginning of each school year.

The District may implement a semi-monthly payroll with the pay dates to be determined by the District. Payroll will be distributed by direct deposit.

Employees hired after July 1, 2009 shall be paid on the twelve (12) month check system. Employees still enrolled in the ten (10) month check system shall have the option to remain on the ten (10) month check system or move to the twelve (12) month check system.

If an error is made to an employee's payroll, the employee may request a one-on-one meeting with Payroll to have the correction explained. The employee may choose to bring a representative.

Correction of errors or omissions made by the District to the advantage or disadvantage of an employee shall be fully retroactive. **Upon confirmation that an underpayment error has been made by the District, they will correct the underpayment per ORS 652.120(5). "When the underpayment represents less than five percent of the employee's gross wages, the amount may be paid on the next regular payday. If the underpayment represents more than five percent of the employee's gross wages, the amount must be paid to the employee within three business days."**