

Lincoln County School District

Code: **DLBA**
Adopted: 7/09/02
Revised/Readopted: 6/14/16 (Effective 7/01/16)
Orig. Code(s): DLBA

Advance Salary Payments

Regular salaried and less than 12-month classified and licensed employees who are assigned a full-time equivalent (FTE) may request an emergency payroll advance only upon the approval of the superintendent or his/her designee, and only in the case of an unanticipated severe hardship to the employee. Payment will not exceed the amount of net salary earned at the time of the request. Under no circumstances, shall any employee be granted more than three payroll advances in any fiscal year.

The superintendent shall develop procedures, rules or regulations to implement this policy.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 652.140](#)