



5.50.031-AD Salary Advances

- (1) **Advances for New Employees.** New employees may request an advance on their first month's salary. Such requests shall be submitted to the controller, in writing, by the employee's supervisor. Requests from employees assigned to schools must bear the approval of the appropriate Director of Instruction or his/her designee.
- (2) **Salary Advances for Emergencies.** Advances against accumulated earnings of an employee may be permitted under conditions constituting dire emergency, such as tragedy within the family. Such an emergency in this sense is an event which is sudden, unexpected, and beyond the control of the individual involved. Emergencies do not include economic difficulties, which are attributable to cumulative or prolonged circumstances. Requested salary advances for emergencies must be submitted to the controller, in writing, by the employee's supervisor or designee. Requests from employees assigned to schools must bear the approval of the appropriate Director of Instruction or his/her designee.

Legal References: ORS 332.107; ORS 652.140

Policy Implemented:

History: Adpt. 6/71; Amd. 7/75; Amd. 7/78; Amd. 8/81; Amd. 10/83

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Approved:	
_____	_____
Superintendent	Date