

OREGON ACCOUNTING MANUAL		Number 45.25.00.PO
Oregon Department of Administrative Services State Controller's Division		Effective Date March 4, 2003
Chapter	Payroll	.1 OF .2
Part	Salary Advances	
Section		Approval Signature on file at SCD

Authority **ORS 292.033**
ORS 292.036
ORS 293.330
Various Collective Bargaining Agreements

- .101 Salary advances in Oregon state government are provided to state employees under ORS 292.033 and various collective bargaining agreements as a means to provide employees with access to earned compensation in emergency situations. Providing salary advances is administratively costly and will be allowed only in financial emergency situations. If provisions of this policy conflict with provisions of a state approved collective bargaining agreement, the bargaining agreement will prevail.
- .102 An emergency situation is defined as an unusual, unforeseen event or unavoidable condition that requires immediate financial resources by the employee. Emergencies include, but are not limited to the following circumstances:
- a. Death in family necessitating unforeseen expenditures or travel.
 - b. Major car repair such as engine, transmission, or catastrophic failure (not to be confused with minor repairs, maintenance, tires, etc.).
 - c. Theft of cash representing major portion of most recent pay.
 - d. Automobile accident leading to loss of vehicle use.
 - e. Accident or sickness (self or family) requiring immediate substantial cash outlays.
 - f. Destruction or major damage to home requiring immediate substantial cash outlays.
 - g. New employee lack of funds (maximum – 1 draw).
 - h. Unreimbursed moving expenses due to transfer or promotion. This does not include personal moving situations such as purchasing a home or renting a different residence.
- .103 Management's responsibility in approving pay advances should include appropriate documentation and a reasonable assessment of the request for conformance with emergency situations, labor agreements, and with Oregon law.
- .104 Unless otherwise determined by the agency, it is not the responsibility of agency payroll officers to approve, disapprove, or enforce good management practices and the application of labor agreements with respect to pay advances. Payroll officers merely process the approved transaction.

- .105 Payroll advances are not to be authorized or issued as short-term loans of state funds for frivolous purposes. It is management's responsibility to appropriately safeguard state assets balanced against the need for making prudent use of payroll cash advances to state employees for legitimate emergency situations authorized by law or labor agreement.
- .106 Payroll advances are prohibited as a method of distributing earned compensation in advance of holidays, vacations, or other notable events.