




OREGON DEPARTMENT OF FISH & WILDLIFE POLICY

Administrative Services Division

Title:	Salary Advances	ASD_246_PO
Supersedes:	AS_235_002 Salary Advances dated November 1, 2018	
Applicability:	All eligible ODFW employees	
Reference:	ORS 292.033, ORS 292.036 and ORS 293.330; OAM 45.25.00.PO, OAM 45.25.00.PR; SEIU Collective Bargaining Agreement	
Effective Date:	June 5, 2020	Approved: 

I. PURPOSE

Salary advances are provided as a means to assist employees with access to earned compensation in emergency situations. Providing salary advances is administratively costly and will be allowed only in financial emergency situations.

II. DEFINITIONS

Appointing Authority-The Human Resources Division (HRD) Administrator.

Emergency - An emergency situation shall be defined as an unusual, unforeseen event or condition that requires immediate financial attention by an employee. Emergencies include but are not limited to the following circumstances:

1. Death in family
2. Major car repair
3. Theft of funds
4. Automobile accident (loss of vehicle use)
5. Accident or sickness
6. Destruction or major damage to home
7. New employee lack of funds (maximum – one (1) draw)
8. Moving due to transfer or promotion

Oregon State Payroll Application (OSPA) Authorized Signor - The ASD managers are authorized by the Director through DAS form [75.45.01.FO \(Authorized OSPA Signatures\)](#) to authorize payroll advances. Managers authorized include the Administrative Services Division Administrator, the Disbursements Manager, and the Human Resources Division Administrator (in extenuating circumstances).

III. POLICY

This policy sets forth the standards for requesting and issuing salary advances in accordance with legal and administrative provisions governed by the Department of Administrative Services (DAS). If provisions of this policy conflict with provisions of the collective bargaining agreement, the bargaining agreement will prevail. Consultation with the ODFW Human Resources Division is required prior to making any changes to this policy and related procedures.