

# Livingston County Michigan Human Resources Policy Manual

<b>Section:</b>	<b>Payroll Deductions</b>
<b>Subject:</b>	<b>Charitable Giving Contributions</b>

## A. POLICY

1. PURPOSE:  
To establish guidelines for authorizing payroll-deducted contributions to eligible charitable organizations.
2. POLICY STATEMENT:  
On an annual basis and in accordance with the provisions of this policy, designated charitable organizations that the Board of Commissioners has approved may participate in a workplace fund-raising campaign. Employees of Livingston County may authorize deductions from their pay for donations to these designated organizations.
3. APPLICABILITY:  
Applies to all county employees including elected officials, union members and temporary employees.
4. DEFINITIONS:
5. REFERENCE AND LEGAL AUTHORITY:
6. SEE ALSO:
7. SUPERSEDES:
8. APPROVED BY:  
Personnel Committee 8/25/04
9. RESOLUTION:
10. REVIEW HISTORY:

## B. PROCEDURE

One annual campaign period will be designated during the months of September and October, and approved organizations may solicit contributions only during this time. Payroll deductions begin with the next calendar year.

Organizations wishing to seek approval to solicit during the annual campaign period must submit a Campaign Plan to the Human Resources Department.

Handout materials and campaign strategy will be reviewed and approved by the County prior to the employees being solicited.

The approved organization is limited to one county-wide mailing each campaign period. The organization must be responsible for preparing delivery-ready materials as specified by the County.

Organizations must be registered as a non-profit agency with the Internal Revenue Service and determined by them to have tax free contribution eligibility under Section 501c(3) of the Internal Revenue Code.

The organization shall carry out a bona fide program of charitable services for health and/or welfare.

The Board of Commissioners must approve the organization for solicitation and payroll deduction. However approval for solicitation does not necessarily mean that the county supports/endorse these organizations.

Charitable organizations that have current deductions will not be required to requalify with the Board of Commissioners under this policy.

For payroll deductions, an organization must obtain authorization from a minimum of twenty-five (25) employees. Any organization that does not have a participation of twenty-five (25) employees paid through the E-Time Payroll System will not be allowed to continue as a payroll deduction. Employees may authorize payroll deductions in one of two ways:

1. The County Clerk will deduct one lump sum payment.
2. The County Clerk will deduct a set amount each bi-weekly payroll payment. The date of the first deduction will be based on payroll schedules and deadlines.

Employees may authorize payroll deductions only during the annual campaign period, but they may stop payroll deductions anytime.