



CITY COMMISSION

POLICY TITLE:

EMPLOYEE SOLICITATION/PAYROLL DEDUCTION

CITY COMMISSION

POLICY NUMBER: 230 CP

DATE ADOPTED: January 25, 1995

DATE OF LAST REVISION: January 25, 1995

I.

PURPOSE

The Purpose of this policy is to establish criteria and procedures for charitable contributions and or solicitation of City employees by charitable umbrella organizations.

II.

DEFINITIONS

1. "Charitable Umbrella Organization" means any organization that solicits on behalf of a group of 501C-3 agencies that are providing direct health, social or general welfare services.
2. "Employee" means any person receiving salary payments for work performed in a regularly established position.
3. "Solicit" means to seek monetary donations for charitable purposes.
4. "Solicitation Campaign" means the distribution of printed materials, and organized meetings with City employees on City time and at City work sites, during times, all specified by the City.

III.

STATEMENT OF POLICY

Solicitation of City employees for charitable contributions and/or payroll deduction of charitable contributions shall be in accordance with the criteria established herein.

Charitable Solicitations are permitted subject to the following:

A. Payroll Deduction

The City will authorize payroll deduction for any umbrella organization provided that:

DEPARTMENT

Employee Relations

DEPARTMENT HEAD

SIGNATURE

Gloria Hall McNeil



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<p>IV.</p>	<p><u>Procedures</u></p> <p>The responsible department(s) will promulgate procedures to implement this policy.</p>	
<p>V.</p>	<p><u>Sunset Review</u></p> <p>A sunset review shall be conducted within five (5) years of the adoption of this policy.</p>	

- 1) The umbrella organization agrees to receive and distribute funds to designated 501C-3 agencies as directed by contributing employees, and
- 2) At least 100 City employees agree, by a date each year as determined by the City, to contribute to the umbrella organization.

B. Solicitation Campaign and Payroll Deduction

The City will permit any umbrella organization that will receive and distribute funds to 501C-3 charitable organizations, to solicit employees at City worksites during working hours, and authorize payroll deduction of contributions, provided at least 500 employees agree, by a date each year as determined by the City, to such contributions.

C. Initial Implementation

An Umbrella organization interested in payroll deduction and or a solicitation campaign shall submit a written request to the City by January 1, of each year.

D. Renewal

1. An organization shall be renewed for solicitation campaign and or payroll deduction if the minimum participation levels were met for the previous year.
2. The organization shall notify the City in writing of its desire to continue solicitation campaign and payroll deduction or payroll deduction as appropriate, by a date as determined by the City.

Procedures

The responsible department(s) will promulgate procedures to implement this policy.

Sunset Review

A sunset review shall be conducted within five (5) years of the adoption of this policy.