

POLICY #9

MISCELLANEOUS PAYROLL DEDUCTIONS

DATE ADOPTED: 11-23-92
MINUTE BOOK: 29 PAGE 32
DATE AMENDED: 12-10-01
MINUTE BOOK: 33 PAGE 234
DATE AMENDED: 07-28-08
MINUTE BOOK: 36 PAGE 207

PURPOSE: To establish a policy regarding Miscellaneous Payroll deductions:

1. A miscellaneous payroll deduction is defined as a voluntary deduction from an employee's pay (employee insurance premium payments, charitable donations, credit union payments, etc.).
2. A minimum of 20% of the employees on the Houston County Commission payroll will be required to participate in the service offered before payroll deduction is implemented for that service.
3. As of January 1, 1993, any existing payroll deduction with less than 10% of eligible employees participating will be discontinued. In the future, a minimum of 10% of eligible employees will be required to participate in order to maintain the payroll deduction for that service.
4. Employees shall only be solicited with the expressed approval of the department head and the Houston County Commission during working hours. Solicitation shall not be posted on County bulletin boards. Approved brochures and printed information may be distributed through the payroll department if approved by the County Commission. It will be the responsibility of the solicitor to provide the materials in a "ready to distribute" package. The payroll department will not "stuff" pay envelopes.
5. The Houston County Commission, by authorized payroll deductions, does not endorse, support, or guarantee a product or service.
6. The mandatory and voluntary contributions to the State Employees Retirement System are exempt from this policy. Health insurance and dental insurance plans provided by the Houston County Commission to employees are also exempt from this policy.
7. The Houston County Commission reserves the right to cancel a service or a product at its pleasure.

8. The Houston County Commission reserves the authority to amend, modify, or change this policy.

9. Exceptions were authorized by the Commission on February 26, 1996 for PEBSCO and U.S. Savings Bond.

10. The Houston County Commission will not make employee payroll deductions for the payment of professional or other employment related dues effective December 15, 2001.

Any change in this policy will require the approval of the Houston County Commission.