



CITY COMMISSION POLICY MANUAL

Employee Solicitation/Payroll Deduction

Department:
Human Resource &
Development

Date Adopted:
January 25, 1995

Last Revised Date:
January 25, 1995

230.01 AUTHORITY

City Commission

230.02 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.

230.03 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:

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.

230.04 DEFINITIONS:

1. "Charitable Umbrella Organization" means any organization that solicits on behalf of a group of 501 C-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.

230.05 PROCEDURES:

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

230.06 SUNSET PROVISION:

Should reflect as one of the following:

1. **Sunset Provision, standard:** This policy is also subject to sunset review by the City Commission no later than five (5) years from the date of adoptions. Subsequent reviews by the City Commission are to occur no later than five (5) years from the date of the prior review. Revisions will become effective immediately upon City Commission approval.
2. **Sunset Provision, statutory:** This policy is governed by Florida State Statute and shall also be updated and approved by City Commission as needed. This policy is also subject to sunset review by the City Commission no later than five (5) years from the date of adoptions. Subsequent reviews by the City Commission are to occur no later than five (5) years from the date of the prior review. Revisions to this policy will become effective immediately upon City Commission approval.

230.07 EFFECTIVE DATE:

Specify the date the policy shall become effective.

REVISIONS: