

**Human Resources Department  
The City of Burleson**

Policy Name: Employee Charitable Donations

Effective Date:02/01/2011

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**1.0 General Policy Statement:** It is the policy of the City of Burleson to allow City Employees to make charitable donations to approved charities. This policy will outline the conditions and procedures for such donations.

**2.0 Responsibility:**

2.1 City Manager: It is the responsibility of the City Manager, or his designee, to approve the terms and conditions of this policy.

2.2 Human Resources Director: It is the responsibility of the Human Resources Director, or her designee, to keep the policy updated, communicate with the employees regarding options for donations, maintain and receive donation forms from employees as needed, and maintain the list of approved charities.

2.3 Finance: It is the responsibility of the Finance Director and designated Payroll Staff Accountant to assure that deductions are processed from wages, and that designated charities receive the employee donated funds.

**3.0 Procedures:**

3.1 Employees interested in making a charitable donation from payroll funds will complete an appropriate form. A signed form is required to process the deduction.

3.2 Employees who elect to stop donations will also have to complete a written request.

3.3 Donations made to approved charities will be taken from 24 pay periods per year.

3.4 A minimum of three months of donations is required in order to use the payroll deduction process for the donation.

3.5 One-time donations should be made via a check or money order made out to the receiving charity.

3.6 There is a limit of two charitable donations per employee from payroll deduction.

3.7 Donations must be at least \$1 per designated pay period.

#### **4.0 Approval of Charitable Organizations:**

4.1 Employees may request a specific charity be included on the approved list by submitting a written request to Human Resources.

4.2 Final approval of the designated charities will come from the City Manager's office.

4.3 Approved organizations must be non-partisan and will not be affiliated with a specific religious denomination. Political or religious organizations can not be included in this program.

4.4 The Finance department may remove an organization from the list if it is determined that the deduction process and payment transfer to the charity is not feasible.

4.5 Examples of approved organizations (not an all-inclusive list) are;

- United Way
- Concerns Of Police Survivors (COPS)
- National Fallen Firefighters Foundation
- Military Relief organizations (Wounded Warrior Project)
- Hunger relieve organizations (Harvest House, Food banks)
- Health based organizations (Cancer, Heart, etc.)
- Disability related charities (CP, MDA, etc.)

Administrative Note: This policy is subject to change at the discretion of the City Manager's office.