

# ADMINISTRATIVE REGULATIONS

OFFICE OF THE CITY ADMINISTRATOR

Number: 501  
Sections: 1-5  
Effective Date: 10/7/82

SUBJECT: Payroll Deductions for Charitable Organizations

1. Purpose.

To establish a formal policy for providing access to payroll deductions for charitable organizations.

2. Authority.

2.1 Government Code, Section 1157.2 permits public employees to authorize such deductions, with the approval of the governing body, under such regulations as it may prescribe.

2.2 Huntington Beach Personnel Rule 14-14 allows employees to authorize certain payroll deductions, charitable contributions included.

3. Application. This regulation applies to all departments and employees of the City.

4. Policy.

4.1 The City will administer and provide employee payroll deduction opportunities to the principal combined fund (charitable organization) which has been designated by a committee composed by representatives of each of the employee organizations.

4.2 Individual employees retain the right to direct their contribution, through the principal combined fund agency, to any affiliated or non-affiliated beneficiary.

5. Responsibilities.

5.1 A committee composed of representatives of each employee organization shall designate the principal combined fund agency.

5.2 An employee designated by the city employee organizations shall be responsible for directing the annual fund drive.

5.3 Employees must submit payroll deduction authorizations to initially contribute and/or change their annual contribution.



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5.4 The Administrative Services Department shall administer the deduction program.

5.5 The combined fund agency shall provide to all employees the list of all affiliated beneficiaries.

  
City Administrator

