

Operational Services

Voluntary Payroll Deductions to Charitable Organizations

It is the goal of the Board through this policy to provide a convenient channel through which District employees may contribute to Qualified Organizations that assist the local community in meeting the needs of human health and welfare, to minimize disruption of the District workplace and cost to District taxpayers that such fundraising may entail and to be in compliance with applicable state laws and regulations regarding the same.

An employee may authorize the withholding of a portion of his or her salary or wages for contribution to a maximum number of four (4) Qualified Organizations or United Funds as those terms are defined under the Voluntary Payroll Deductions Act of 1983 (5 ILCS 340/3) and the rules and regulations promulgated thereunder. The School District shall deduct, upon written request of an employee, for each regular payroll period, from the salary or wages of the employee the amount specified in the written request for payment to the organization designated by the employee. The moneys so deducted shall be paid over to the organizations designated by the employee in the time and manner consistent with the District's custom and practice.

Such deductions may be made notwithstanding that the compensation paid in cash to such employee is thereby reduced below the minimum prescribed by law. Payment to such employee of compensation less such deduction shall constitute a full and complete discharge and acquittance of all claims and demands whatsoever for the services rendered by such employee during the period covered by such payment. Where a person's wages or salary is insufficient to cover all voluntary deductions he or she has authorized, the School District will not include any voluntary deductions for that pay period or benefit period. A federal tax levy shall take precedence over the deductions authorized. Such request for deduction may be withdrawn at any time by filing a written notification of withdrawal with the School District Financial Department.

Deduction authorization forms shall designate the time period during which such forms are in effect (which may be continuous), and shall indicate the purpose and amount of the deductions authorized, and shall be signed by the employee.

Solicitations of Contributions

All solicitations of School District employees for contributions at their workplace shall be in accordance with rules promulgated by the Superintendent or his or her designee. All rules promulgated shall not discriminate against one or more Qualified Organizations or United Funds. Under no circumstances shall Qualified Organizations or United Funds be

permitted to solicit School District employees for contributions at their places of work except for a period between September 1 and November 30.

LEGAL REFERENCES: Government Salary Withholding Act, 50 ILCS 125/5
Voluntary Payroll Deductions Act of 1983, 5 ILCS 340/1 et
seq.
Illinois Administrative Code Sections 2500.10 et. seq.

Adopted: June 14, 2005