

# **NORTHEAST COMMUNITY COLLEGE POLICY MANUAL**

## **SECTION 6– BUSINESS & FISCAL AFFAIRS SUBSECTION 65 – PAYROLL**

**POLICY NUMBER: BP – 6520**

### **PAYROLL DEDUCTION**

#### **1. POLICY REASON/PURPOSE/INTENT**

To allow for payroll deductions to charitable organizations.

#### **2. DEFINITIONS**

N/A

#### **3. POLICY**

3.1 Full-time college employees may voluntarily authorize payroll deductions for contributions to the Northeast Community College Foundation and/or other Board approved nonprofit charitable organizations that meet the following criteria for eligibility:

3.1.1 Federation – The organization has to be a federation of at least nine (9) agencies that are under the control of an active, voluntary board, holding regular meetings and exercising effective administrative control.

3.1.2 Longevity – The organization must have been in existence at least three (3) consecutive years to demonstrate stability.

3.1.3 I.R.S. – The organization must demonstrate nonprofit status through designation as a 501.C.3 Federal Internal Revenue Service (IRS) agency as recorded in the office of the Nebraska Secretary of State.

3.2 The Board of Governors shall provide procedures and guidelines for payroll deduction for purposes established within the provisions of this policy.

#### **4. APPLICABILITY**

N/A

**EFFECTIVE DATE:** 07/10/2014

**ORIGINAL ADOPTION DATE:** 09/10/1987 (item #4910)

**REVISION DATE (AND BOARD OF GOVERNORS' MINUTES ITEM NUMBER):** 03/13/1997  
(item #7957); 07/10/2014 (item #11462)

**PRIOR POLICY/PROCEDURE NUMBER:** 4234

**SCHEDULE FOR REVIEW:** 2018

**DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE:** Admin Services

**SPONSORING DIVISION/DEPARTMENT:** Administrative Services

**RESCINDED DATE:** none

**LEGAL REFERENCE:** none

**CROSS REFERENCE:** none

**PROCEDURE(S) FOR POLICY:** none

**RELATED POLICIES/REFERENCES:** none

**POLICY KEY WORDS:** payroll deduction, foundation