

<b>Policies of the University of North Texas Health Science Center</b>	<b>Chapter 05 Human Resources</b>
<b>05.808 CHARITABLE CONTRIBUTIONS</b>	

Policy Statement.

**State Employees Charitable Campaign**

It is the practice of the University of North Texas Health Science Center at Fort Worth to support community events and charitable activities. The State Employees Charitable Campaign (SECC), however, is the only campaign during which employees may authorize payroll deductions for charitable contributions to organizations outside the health science center or its foundation. This campaign will be conducted annually in September and October.

**UNTHSC-FW Foundation Campaign**

It is the practice of the University of North Texas Health Science Center at Fort Worth to support a charitable campaign benefiting the health science center foundation. The center’s foundation campaign is the only campaign by which employees may authorize payroll deductions for charitable contributions to the health science center through its foundation.

Application of Policy.

Faculty and Staff

Definitions.

None

Procedures and Responsibilities.

Procedure / Duty

Responsible

Party

Employee

**1. State Employees Charitable Campaign**

- a) Eligible SECC charitable organizations and federations are determined by procedures outlined in the Texas Government Code. An employee may designate either a charitable organization(s) or federation(s) (groups of charitable organizations).
- b) The SECC campaign year (for deduction purposes) is December 1 through November 30. Deductions are taken from pay checks received on the first working day of January through the first working day of December. An employee may choose no more than three monthly deductions for the purpose of charitable contributions with the minimum deduction for each contribution

being set at two dollars (\$2.00). If the employee chooses a charitable organization, it will receive the entire amount designated. If the employee chooses a federation, the federation will divide the contribution between its participating organizations.

- c) SECC deductions may be authorized only during the charitable campaign. An authorization form must be completed and returned to the local campaign manager and received by the Payroll Department by November 5<sup>th</sup> of each year.
- d) Changes to the SECC approved organizations or federation being contributed to may be made only during the annual campaign. All changes must be made by completing an approved authorization form.
- e) New employees may authorize SECC deductions not later than the thirtieth day after their first day of employment. Employees who transfer to the health science center from other state agencies must re-authorize their SECC deduction by the thirtieth day after the first day of employment.

**2. UNTHSC-FW Foundation Campaign**

Employee

- a) Charitable employee contributions are authorized by the Texas Education Code.
- b) The health science center shall establish procedures to enable employees to authorize a charitable contribution under this policy.
- c) Changes to the amount being contributed may be made at any time during the campaign year by contacting the Payroll Department

**3. General provisions**

Human  
Resources Staff

- a) A contribution may be canceled at any time taking into consideration payroll deadlines.
- b) It is the employee's responsibility to ensure that there will be sufficient wages to support the deduction. No partial deductions will be made.

c) The health science center does not allow coercive activities in connection with any charitable endeavors undertaken by the health science center of its employees.

i. Coercive activities include:

- pressuring an employee to participate in a charitable campaign;
- a representative of the health science center inquiring about whether an employee has chosen to participate in a charitable campaign or the amount of an employee's deduction except as necessary to administer the deduction;
- establishing a goal for 100% participation or establishing a dollar contribution goal or quota for an employee;
- the health science center or a representative of any other group using or providing to others a list of employees who made or did not make donations during a campaign for any purpose other than making deductions or transmitting donations; or
- using the participation in a charitable campaign of a particular department or individual as a factor in a performance appraisal.

ii. Coercive activities do not include the President or his representatives' participation in customary activities associated with charitable campaigns or the demonstration of support through newsletters or other routine communications.

References and Cross-references.

Texas Government Code, §§ 659.132 - 151,  
Texas Education Code, § 51.947

Forms and Tools.

None

Approved: 9/1/2006

Effective: 9/1/2006

Revised: