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LANCASTER COUNTY CLERK

99-2277

POLICY AND PROCEDURES FOR PAYROLL DEDUCTIONS AND
DISTRIBUTION OF INFORMATION WITH PAYCHECKS

The Lancaster County Board of Commissioners has recognized the increased desire of employees to directly deduct compensation from their paychecks. The County has also recognized that the number of requests from local business and individuals to distribute information with paychecks has increased. The County wants to fairly and uniformly implement a policy for payroll deductions and the distribution of literature, materials and advertisements.

DISTRIBUTION OF LITERATURE

It shall be the policy of the Lancaster County Board to follow the guidelines outlined herein with regard to the distribution of literature;

The County shall allow the distribution of literature, materials and information with paychecks for the following deductions:

1. FEBA (medical and dependant care)
2. Health Insurance
3. Dental Insurance
4. Post Employment Health Plan
5. Vision

County Board approval may be given after presentation, before the County Board, by the organization requesting the distribution of information and after the County has had an opportunity to review the materials to be distributed. The County Board reserves the right to distribute literature, information and materials, with paychecks, that it deems pertinent to employment with the County.

PAYROLL DEDUCTIONS

It shall be the policy of the Lancaster County Board to require and follow the guidelines as set out herein:

1. In order for an organization to be permitted deduction from County paychecks the organization must request and be granted approval by the Lancaster County Board of Commissioners. The request will be in writing and describe the history of the organization and the manner and area that it is in business.

2. The organization must agree to accept payment via the existing payroll deduction system. The organization must agree to abide by any existing or future policies on vendor solicitation and promotional activities or be subject to immediate withdrawal from the payroll deduction system.

3. Deductions already in effect will remain in effect, unless the Lancaster County Board rescinds the privilege of the deduction.

4. Participation in the payroll deduction must be available to any employee who wishes to participate.

The policy outlined herein does not preclude the County from establishing deductions or distribution of materials through labor negotiation. This policy does not apply to those cases where the deductions or distribution of materials has been negotiated by a union and is required by contract, where Lancaster County Personnel Rules require the deduction or statutory provisions require the deduction.

The grant of payroll deduction or approval of the distribution of any material should not be interpreted or advertised as an endorsement, by the County, of the organization. The County in no way receives compensation for either of these privileges unless specifically denoted. It should be understood that these are privileges that neither the employee nor the entity have as a matter of right and are subject to revocation by the Lancaster County Board of Commissioners upon a majority vote.

APPROVED this 16th day of November, 1999.

BY THE BOARD OF COUNTY
COMMISSIONERS OF LANCASTER
COUNTY, NEBRASKA

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APPROVED AS TO FORM
this 9th day of
November, 1999.

David W. Benson
for GARY E. LACEY
Lancaster County Attorney