

Section: COMPENSATION  
Subject: Administration of Combined Charitable Campaign  
Number: HR 3535

I. Institutional Regulations

DMACC employees shall have an opportunity to voluntarily make charitable contributions in the work place with maximum efficiency, little disruption to essential College activities, and minimum administrative cost. In order to balance these interests, it is necessary to structure a charitable solicitation of college employees, referred to as Combined Charitable Campaign. Timelines for the campaign, participating organizations and other details are described below. No donee (as hereinafter defined) or agent thereof shall conduct unilateral meetings or other charitable campaign activities on DMACC property during business hours.

II. Procedure

- A. Donee - A donee must be either (1) the DMACC Foundation, or (2) an Eligible Charitable Organization as defined by section 70A.15A of Iowa Code.
- B. Administration of Campaign - The combined charitable campaign will be directed by the Executive Director, DMACC Foundation with the approval of the College President.
- C. Solicitation Period - The solicitation period shall fall within the period of October 1 through December 15. The length of the campaign is intended to be no more than eight weeks, although the solicitation period may be extended or reduced upon approval by the College President and Executive Director Foundation. Any employee beginning work with the college after the campaign period shall be allowed a period of thirty (30) days to participate.
- D. Work Site Solicitation - No donee shall, on its own motion, solicit College employees at any College work site. Work site solicitations shall occur only during the solicitation period and only under the direction of the DMACC Foundation. Unilateral distribution of literature, and/or presentations by speaker or electronic media by any donee are prohibited.
- E. Employee Solicitations - Employee solicitations are to be conducted using only methods that encourage voluntary giving. Activities that do not allow free choice or the appearance of voluntary participation and free choice are prohibited. Gifts are handled by each donee in accordance with the donees policies and procedures. Employees will be provided with information on how to make a gift (i.e., payroll deduction, cash, check, credit card).
- F. Termination of Payroll Deduction - Any employee wishing to terminate his/her payroll deduction(s) shall be required to give prior notice in writing to Payroll. Upon receipt of such notice, the College shall terminate further payroll deductions from such employee's compensation without prior notice to or the consent of any affected donee. The College shall have no responsibility to enforce, or liability for failing to enforce, the pledge of any participating employee to any donee. Termination of employment with the College shall be deemed to be a termination of authorization for deduction of the pledged amount. Any outstanding amount of the pledge shall not be withheld from the employee's final paycheck. Pledges shall be deducted beginning with the first paycheck in January. A minimum deduction of one dollar (\$1.00) per pay period shall be required for payroll deduction.
- G. Criteria for Ongoing Participation - Any donee may be disqualified from participation in the annual campaign by the DMACC Foundation for failure to comply with the terms and conditions of college policy, procedure and eligibility requirements.

APPROVED:



Executive Director, Human Resources

Date: October 1, 2002

Revised: January 22, 2018