

Kids Central, Inc. Policy and Procedure Manual

Series 1100: Human Resources
Policy Name Employee Pledge Program
Policy Number 1169
Origination Date 7/31/13 **Revision Date:**
Regulation
Attachments Employee Pledge Form

Policy

Kids Central, Inc. provides employees a convenient method to make donations to help children and families through payroll deduction.

Procedure

1. The Human Resources Department is responsible for administering the employee pledge program.
2. Employees may use the Employee Pledge Form to enroll in the donation program.
3. Payroll deductions for employee donations are after tax deductions.
4. Employees may start or stop donations at any time by contacting the Human Resources Department.
5. Donations made through the employee pledge program are considered made without restrictions and will not be returned.
6. Pledge and contribution information will be treated confidentially like any HR/payroll information. Pledges and contributions will be reported within Kids Central in aggregate only. Each January, employees will receive acknowledgement and a statement for their individual contributions for the previous year.
7. Employment is not contingent on and performance appraisal is not influenced by participation in this donation program.

Approved By:

John Cooper, Chief Executive Officer

Date