

NORTHEAST COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE NUMBER: AP-6591.2

CHARITABLE ORGANIZATION PAYROLL DEDUCTION

1. PROCEDURE SUMMARY STATEMENT

To purpose of these procedures is to establish the operational guidelines for charitable organization payroll deductions for Northeast Community College employees.

2. DEFINITIONS

N/A

3. PROCEDURE

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

3.1.1 Federation – The organization must 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.

4. APPLICABILITY

N/A

ISSUE DATE: 08/10/2022

EFFECTIVE DATE: 08/10/2022

REVISION DATE(S):

PRIOR POLICY/PROCEDURE NUMBER: BP-6520

SCHEDULE FOR REVIEW: 2027

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Human Resources

SPONSORING DIVISION/DEPARTMENT: Human Resources

RELATED PROCEDURES/ REFERENCE: 6591.0; 6591.1

PROCEDURE KEY WORDS: Charitable Organization; Payroll Deduction