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EAST TENNESSEE STATE  
UNIVERSITY

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## **Charitable Organization Campaigns and Contributions**

# **Policy Name:** Charitable Organization Campaigns and Contributions

## **Policy Purpose**

This policy specifies guidelines and procedures for regular employees making charitable contributions.

## **Applicability**

This policy is applicable to ETSU Regular Employees.

## **Responsible Official, Office, and Interpretation**

The Assistant Vice President for Human Resources is responsible for the review and revision of this policy. For questions about this policy, please contact Human Resources. The Chief Operating Officer in consultation with the Office of University Counsel, has the final authority to interpret this policy.

## **Defined Terms**

*A defined term has a specific meaning within the context of this policy.*

### Regular Employee

Personnel whose salary and benefits are budgeted on a recurring basis whether through grant or state funds, who are employed on a continuing basis, and who are eligible for full benefits (pro-rated based on percentage of effort). The Employee Classification policy provides information on types of regular employees.

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## **Policy**

### 1. Contributions.

Charitable contributions are accepted through payroll deductions for organizations which have met the Tennessee Board of Regent's standards for voluntary contributions and the requirements of this policy.

ETSU employees may utilize the payroll deduction authorization form to designate contributions to approved agencies or sub-agencies. Payroll deduction forms may be forwarded directly to Human Resources.

### 2. Enrollment Campaigns.

The Office of Human Resources will facilitate one charitable fund drive each year. All organizations registered with the Tennessee Board of Regent's Central Office by September 1 of each year will be eligible to participate. No agency will be allowed to solicit on campus.

### 3. Limitations.

Employees will be limited to three (3) payroll deductions for charitable organizations. Umbrella organizations, such as United Way or Community Health Charities of Tennessee, will be regarded as one deduction.

ETSU does not inform participating charity agencies of the individual names of employees who designate their pledge. Employees who would like an agency to know of pledges designated under their names may send a copy of the completed authorization card to the agency. Personal checks may be forwarded directly to addresses provided in agency materials.

Exceptions to this policy may be made by the President or designee.

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## **Procedures**

During the annual campaign, employees may select a monthly deduction, which will commence with the first paycheck in January. Lump-sum contributions will be taken entirely from the last January paycheck. New employees may select monthly or lump-sum deductions. These payroll deductions will be taken from the paycheck at the end of the first full month of employment. Employees may contribute by personal check, either directly to an agency of their choice at addresses given on the back of the pledge form; or forwarding their check to Human Resources, with agencies designated on the Pledge Form.

## **Applicable Forms and Websites**

N/A

## **Authority and Revisions**

**Authority:** TCA § 49-8-203, et seq.

**Previous Policy:** PPP-54 Policy for Charitable Organization Campaigns and Contributions

The ETSU Board of Trustees is charged with policy making pursuant to TCA § 49-8-203, et seq. On March 24, 2017, the Board delegated its authority to ETSU's President to establish certain policies and procedures for educational program and other operations of the University, including this policy. The delegation of authority and required process for revision to this policy can be found on the [Policy Development and Rule Making Policy webpage](#).

To suggest a revision to this policy, please contact the responsible official indicated in this policy. Before a substantive change to the policy section may take effect, the requested changes must be: (1) approved by the responsible office; (2) reviewed by the Office of University Counsel for legal sufficiency; (3) posted for public comment; (4) approved by either Academic Council or University Council; and (5) approved by ETSU's President.

**Policy Effective Date:** N/A • **Policy Revised:** N/A  
**Procedures Effective Date:** N/A • **Procedures Revised:** N/A