

United Way Payroll Deduction Program

Reviewed Date		Number	<i>HR0404</i>
Revised Date	September 1, 2021	Approved Date	<i>February 9, 2000</i>

Introduction

To advise employees of the Simcoe Muskoka District Health Unit's formal payroll deduction program.

Purpose

Staff may participate in the United Way. The United Way has been SMDHU's charity of choice since 2002. The causes the United Way supports address our vital mandate of Social Determinants of Health, built environment and child and family health.

Legislative Authority

N/A

Policy Definitions and Interpretation

N/A

Policy

At the discretion of Executive Committee, health unit staff may participate in optional, voluntary payroll deduction programs, provided there is no direct cost to the employer. Executive Committee will decide on which voluntary options are made available to staff. Currently the only approved formal program is the United Way.

Procedures

United Way Campaign

1. Each fall, SMDHU in concert with the United Way, holds a campaign to promote donations to the United Way. Biweekly payroll deductions are a part of the annual campaign.
2. Employees complete a United Way Payroll Deduction Form in the fall, select their donation amount, and it will be applied over the following payroll calendar year (26 pays, beginning January). Deductions are after tax and your T4 for the applicable calendar year will include employee charitable donations made to the United Way.
3. Employees can start, stop or change payroll deductions at any time, by contacting the SMDHU United Way Campaign Coordinator.

4. Payroll Deduction Forms are available from the United Way Campaign Coordinator or Human Resources.

Related Policies

N/A

Related Forms

N/A

Final Approval Signature: _____

Review/Revision History:

September 2010 Policy re-numbered, previous number B4.130

September 1, 2021, Deduction program update