

AN ADMINISTRATIVE REGULATION ESTABLISHING  
AN INCENTIVE FOR EMPLOYEES WHO DONATE "FAIR SHARE" OR ABOVE TO THE  
ANNUAL UNITED WAY CAMPAIGN

Section 1. Purpose.

This policy has been established as an incentive for team members to make a "fair share" or more contribution to the annual United Way Campaign.

Section 2. Eligibility

- A. Team member shall be a full-time or part-time exempt or non-exempt City team member eligible for benefits.
- B. Team member shall contribute, through payroll deduction, one hour's wage (or more) per month, beginning with the second paycheck in January of the campaign year, for twelve months, to the United Way Campaign.

Section 3. Policy

United Way Administrative leave (UWAL) in the amount of eight (8) hours will be given to team members who meet the eligibility as defined above. This leave will be awarded July 1<sup>st</sup> of the campaign year, and must be used before the last pay period ending date in the calendar year. Unused UWAL will not carry over year to year and will not be paid out upon separation of employment, voluntary or involuntary. UWAL is nontransferable between team members and will not be considered "time worked" when determining overtime eligibility.

The Administrative leave shall be requested as such on leave requests and recorded as "AD-UW" (Administrative Leave – United Way) in the "Other" column on time sheets, or in Executime using pay code 441 (United Way).

Section 5. Program Continuation

The City Manager reserves the right to amend or discontinue this program at any time.



\_\_\_\_\_  
JJ Murphy, City Manager

\_\_\_\_\_  
10/12/2015

\_\_\_\_\_  
Date

By signing below, I acknowledge that I have read AR 15-04. I was given the opportunity to ask questions to ensure my full understanding.

Printed Name & ID: \_\_\_\_\_

Department: \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_