

The Payroll Deduction Committee met on May 25, 2006, at 2:00 p.m. in DeAnn Arnold's office. All members were in attendance.

The committee discussed the proposal of having a voluntary payroll deduction for employees that would support Staff Senate functions. The issues addressed were as follows:

1. Who would be eligible for such a deduction?
The committee determined all employees, both faculty and staff, would be able to sign up for the deduction.
2. How much would be deducted each pay period?
The committee decided that a minimum of \$1.00 each paycheck (\$1.33 for employees paid over nine months) would be the minimum that an employee would need to donate in order to cover the costs of the planned events. Employees should be able to donate more, if they like. The members also discussed using the terminology of the program being a "membership" where the employee "donates" funds to support the Staff Senate. The money collected would be "pooled" - employees would not have individual accounts with balances.
3. What does this deduction pay for?
The funds collected via this deduction would be used to pay for the attendance of the program members to the following events: the Spring Luncheon, the Fall Fish Fry, and the Holiday Luncheon. Additional events, such as a tailgate party, would be paid for when feasible. Employees would have to be current members of the program to receive these benefits. All money would be used to pay for Staff Senate supported events and programs.
4. How do employees sign up for this deduction?
A deduction form would have to be created for the employee to authorize the deduction and submit to HR to be put on the Personnel and Payroll system.
5. How do we track who signs up for this deduction?
The deduction register created in each payroll process would show who was enrolled in the program. This report would be readily available to the Staff Senate.
6. When do the deductions start/end?
Employees would be able to sign up for the program at the beginning of each fiscal year. They would be able to cancel their participation at any time, but would not be able to re-enroll until the next fiscal year. Employees who signed up in a previous year would be automatically continued each year unless they cancel their participation. New employees would be eligible to sign up when hired. Terminating employees would be automatically un-enrolled.
7. Can employees terminate their participation?
The program would be completely voluntary, so employees would be able to cancel their membership at any time. They should submit a written request to HR in order to stop the deduction.

The committee members also suggested adding a Treasurer Officer to the Staff Senate executive council to keep up with any funds collected and distributed and report these amounts in Staff Senate meetings. Joseph Pearson agreed to present the idea at the next Staff Senate meeting. Also a decision was made for Nicki Lafitte to come up with a form for the new payroll deduction and to ask the President to call a meeting so that the idea/form could be presented as soon as possible in order to make the forms available.

The meeting ended at 2:30 p.m.

Support your Staff Senate!

The LSUS Staff Senate introduces the new Staff Senate Support Fund Payroll Deduction program.

Advantages of Being a Staff Senate Supporter:

- ✓ Current members are guaranteed FREE admission to the following events (and other events when feasible):
 - Staff Senate Spring Luncheon
 - Staff Senate Holiday Luncheon
 - Chancellor's Annual Fish Fry
- ✓ No need to write a check or pay cash for these events.
- ✓ Support other Staff Senate sponsored programs and events.

Program Specifics:

- ✓ The program is **VOLUNTARY**.
- ✓ All LSU in Shreveport employees are eligible.
- ✓ Donate a minimum of \$1.00 per pay period (or \$1.33 for 9-month faculty).
- ✓ To sign up, simply complete the attached form and return it to Human Resources.
- ✓ Cancel your membership at any time.
- ✓ All funds will help support Staff Senate sponsored programs and events.

Yes, enroll me in the Staff Senate Support Fund Payroll Deduction program!

Employee Name: _____ PID: _____

I authorize LSU in Shreveport to deduct _____ per pay period (minimum \$1.00 for 12-month employees or \$1.33 for 9-month employees) and contribute this money to the Staff Senate Support Fund. I understand that current enrollment in this program entitles me to attend, free-of-charge, the above annual events. My payroll deduction will continue until I cancel my membership or terminate my employment.

I also understand that all donations are non-refundable if I cancel my membership or employment termination. To cancel my membership, Human Resources must receive my written request at least one week prior to the next available pay date.

Employee Signature: _____ Date: _____