

ADMINISTRATIVE ORDER NO. 83-2 - Amendment No. 1 - 1992 # 83-2
(Originally AO No. 82-1)

OF THE
JEFFERSON COUNTY COMMISSION

Pursuant to the authority vested in the Jefferson County Commission by the Code of Alabama, the following Administrative Order is hereby issued:

**PURPOSE: TO ESTABLISH THE COUNTY COMMISSION
POLICY REGARDING PAYROLL DEDUCTIONS.**

POLICY. The Commission recognizes that the number of County employees paying premiums or payments to organizations, companies or groups may justify the establishment of a payroll deduction for the convenience and/or direct benefit of the employees. Accordingly, it is the policy of the Commission, upon proper request and evidence in accordance herewith, to consider the establishment of such payroll deductions. It is not the intent of this policy to endorse, recommend or favor any organization or company or group but to provide convenience and direct benefit to County employees by establishing a payroll deduction where circumstances justify it.

- (1) Any organization, company, or group that has at least 1,000 subscribers on the Jefferson County payroll who have requested the payroll deduction (excluding Cooper Green Hospital) or has otherwise demonstrated an ability and willingness to provide some service or product, determined by the Jefferson County Commission to be appropriate, on a group basis at reduced cost to County employees, may apply for consideration for payroll deductions for payments, premiums, or contributions. Provided, however, where the applicant is providing a product or service for the direct benefit of the County employees, the number of subscribers may be less than 1,000, as approved by the County

Commission. As used herein, the term "direct benefit" means a product or service actually received by the employee or a member of his family.

- (2) The deduction request must be on a form approved by the County.
- (3) Only one deduction may be assigned to any company or organization. For example, in case of insurance premiums -- if more than one policy and/or premium is associated with any one individual on the payroll the premium must be combined to accomplish a single deduction amount.
- (4) All payroll deductions, changes and cancellations must be made by a Payroll Deduction Authorization Form signed by the employee.
- (5) Deduction frequency will be limited to one per month, except where specifically authorized by the County Commission.
- (6) Each deduction must be a standard or fixed amount.
- (7) The Jefferson County Commission accepts no responsibility for the accuracy of the amount of deduction except to meet the requirements of the current Payroll Deduction Authorization Form on file in the Payroll Office.
- (8) The Jefferson County Commission accepts no responsibility for the application of deducted funds except to forward funds to the designated company or organization in a timely manner.
- (9) No refunds of deductions will be made by Jefferson County.
- (10) The County Commission reserves the right to terminate any deduction at any time in its sole discretion.

Ordered At the County Courthouse, Jefferson County, Alabama,

to be effective March 25, 1992.

APPROVED BY THE
JEFFERSON COUNTY COMMISSION

DATE: 3.25.92
MINUTE BOOK: 98
PAGE(S): 226-27

Mary M Buckelew
Mary M Buckelew, President
Jefferson County Commission

March 25, 1992
Date