



Legislation Text

File #: Ord 15-6, **Version:** 1

Amending Chapter 39 of the Saint Paul Administrative Code pertaining to Payroll Deductions for Nonprofit Entities.

THE COUNCIL OF THE CITY OF SAINT PAUL DOES ORDAIN:

SECTION 1

Section 39.01 of the Administrative Code is hereby amended to read as follows:

Sec. 39.01. - Authority, eligibility.

Pursuant to the authority granted by Chapter 63, Laws of Minnesota 1977, biweekly payroll deductions may be requested by employees for the purpose of donations to nonprofit entities selected by the employee. Only those nonprofit entities for which at least twenty (20) ~~twenty (20) fifty (50)~~ employees have petitioned for payroll deduction contributions shall be eligible for this employee selection.

Sec. 39.02. - Application, contract.

Deductions may be requested upon the written application submitted by the employee requesting and authorizing the city to deduct certain sums from his salary and to submit payment thereof to the designated nonprofit entity. The application shall be in only such form as authorized by the director of the office of human resources ~~financial services~~; shall state that it remains in force and effect until revoked by the employee but must be for a minimum term of sixty (60) days; and shall be signed on behalf of the city by the director of the office of human resources ~~financial services~~. The written application shall constitute the written contract required by said Chapter 63.

Sec. 39.03. - Release of liability.

The application requesting and authorizing the city to deduct said certain sums shall contain a provision releasing the city from any liability for failure to make a proper deduction or transfer.

Sec. 39.04. - Payment, how made; agency.

The office of human resources ~~finance department~~ shall retain the amounts so deducted and shall work with the office of financial services to transmit ~~by check~~ the sum totals of the deductions to the applicable nonprofit entity for credit to the account of the employee. Payroll deductions shall not be considered as an assignment to the nonprofit entity designated of any interest in the moneys so deducted other than as the agent of the employee.

Sec. 39.05. - Fee for processing.

Upon receipt of an application for a deduction pursuant to this chapter, the office of financial services

shall make a determination of a reasonable fee per deduction which shall be based only upon the actual cost for the processing and administration for such deduction. If the deduction requested is to be a payment for any service rendered of any type, the cost of such deduction shall be charged to the nonprofit agency to which the deduction is forwarded. In such cases where deduction costs are to be assessed, the city shall enter into a contract with the nonprofit agency receiving the deduction setting forth the amount of cost per deduction and providing for a release of the city from any failure to make a proper deduction or transfer.

Sec. 39.06. - Consent.

Each employee initiating and requesting a payroll deduction shall be considered to consent to such deduction and to the transmission of the amounts so deducted to the nonprofit entity. Such transmission shall be considered as payment to the employee of the amount so transmitted.

Sec. 39.07. - Record to be kept.

The office of human resources ~~finance department~~ shall keep a record of payroll deductions to show at all times the amount of the deductions made and the nonprofit entity to which such deductions have been transmitted and shall also maintain receipts for the amounts so transmitted.

Sec. 39.08. - Administration, rules.

The mayor may, through administrative order, establish and amend rules necessary in the administration and processing of the deductions authorized by this chapter.

SECTION 2

This Ordinance shall take effect and be in force thirty (30) days following its passage, approval and publication.