

KENTUCKY CORRECTIONS Policies and Procedures	Policy Number 3.14 Date Issued February 15, 2001	Total Pages 3 Effective Date February 15, 2001
References Kentucky State Government Payroll Deduction Policy Effective October 1, 1982	Subject CORRECTIONS PAYROLL DEDUCTION POLICY AND PROCEDURE	

I. AUTHORITY

The authority for this policy is granted by the Kentucky State Government Payroll Deduction Policy issued by the Department of Personnel effective October 1, 1982.

II. PURPOSE

To ensure that the policies issued by the Department of Personnel for payroll deductions shall be adhered to by all officials and employees of the Department of Corrections (Corrections).

III. APPLICABILITY

To all Executive Staff, Wardens, District Supervisors, Branch Managers and Personnel or Payroll officers of Corrections.

IV. POLICY

The following policy statements shall govern Corrections management's responsibility in dealing with companies and organizations seeking to contact an employee in this Cabinet for an authorized payroll deduction program.

- A. Management personnel shall not encourage or endorse participation in a particular program.
- B. Management personnel shall not suggest, coerce or mandate that an employee join in a group meeting except by the employee's choice.
- C. There shall be no solicitation of Corrections' employees during working hours and solicitation shall not disrupt an office or institution. The representative of a group that has met the requirements may contact an employee as follows:

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1. Individually during non-working hours.
 2. In a group during non-working hours or at a prearranged meeting place during an employee break or at the noon hour.
- D. Management personnel shall not provide a group or organization a list of employees or employee information.

V. PROCEDURES

A. Eligibility

The following programs shall be eligible for approval for payroll deductions:

1. Health insurance plans, in addition to the state sponsored plan.
2. Life insurance plans, in addition to the state sponsored plan.
3. Non-profit organization, not for charity.
4. The United Way.
5. U.S. Savings Bonds.

B. Application Process

1. A company shall contact the Personnel Cabinet, 200 Fair Oaks Building, 5th Floor, Frankfort, Kentucky 40601, to obtain program policies and a certificate of authorization to deduct charges.
2. A company or program shall receive written prior approval from Personnel before contacts or communication may be made with an employee.
3. Informational materials shall receive prior approval from the Personnel Cabinet.

C. Management's Responsibility

1. Call or write the Personnel Management Branch for verification of a specific company or program approved for payroll deduction before allowing a representative to make a presentation to employees. A program may be added or discontinued from time to time, so it shall be necessary to check the current approved listing if there is a request from an organization or company. Phone (502) 564-4636 or write to the Payroll

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Officer, Department of Corrections, Personnel Management Branch, 2439 Lawrenceburg Road, P. O. Box 2400, Frankfort, Kentucky 40602-2400.

2. A supervisor who knows of any violation of these guidelines shall report the agent's name, company he represents, and the date, time, and location of the violation to his Manager, Office Head or Warden. The Manager shall be responsible for reporting the violation to the Personnel Management Branch.
3. Distribution of Materials - Corrections shall not print, distribute or mail brochures for a company or organization. The placement of bulletins or brochures on bulletin boards or in normal distribution baskets may be allowed.