

**808.39 SUBJECT: M.E.R.I.T.S. WORKPLACE GIVING PROGRAM**

:1 OBJECTIVE:

To define City policy concerning the M.E.R.I.T.S. workplace giving program, the purpose of which is to help secure funding for deserving local charities as well as providing to employees a variety of giving options in the workplace via payroll deduction.

:2 AUTHORITY:

This procedure approved by City Council August 16, 2010, Item A-2

:3 DIRECTION:

Mayor/Appointed Officials.

:4 METHOD OF OPERATION:

A. Policy

1. This procedure applies to the City's annual workplace giving program which is a M.E.R.I.T.S. program (see Policy and Procedure 808.41).
  2. Campaign Co-Chairs (Co-Chairs) shall be named by the Mayor at the start of each campaign period. The Co-Chairs lead the campaign for that year. The City shall run one campaign per year, in the fall.
  3. The Workplace Giving Campaign Committee (Committee), composed of the Campaign Co-Chairs, the M.E.R.I.T.S. Co-Chairs, and others as needed, meets as necessary to plan the campaign.
  4. Upon approval of the Committee, charitable foundations may be added to the City's campaign. The Committee will consider criteria such as length of time in business, administrative fees, anti-discrimination policies, and finances. As an alternative, the City may utilize a charitable giving "service" provider that registers eligible charities and will be responsible for transmitting employee donations to those charities.
  5. The Committee shall annually determine the following:
    - a) Campaign logo and name (i.e. Umbrellas for Giving)
    - b) Campaign dollar goals, Citywide and by Department/Division
    - c) Pledging levels (percent of salary)
    - d) Tokens or incentive gifts at each pledging level
  6. The Co-Chairs request Department Directors to name Campaign Volunteers from each Department/Division/Office.
  7. A Training Manual shall be created for Campaign Volunteers, and presented to them at a Training Meeting.
  8. An Agency Handbook shall be produced that lists each foundation and its charities, and also specifies that employees may write-in a pledge to any qualified agency. If a charitable giving service provider is utilized, the Agency
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Handbook shall contain the instructions necessary for employees to access that service.

9. Advertising materials (video, posters, etc.) shall be created to inform employees about the campaign.
10. Technology Management (or the charitable giving service provider) shall set up Intranet pledging, as well as produce paper pledge forms.
11. The Accounting and Control division handles the collection of pledges and the paying out of those funds to the correct charities or the charitable giving service provider.
12. Time and space permitting, employee events may be held, providing employees the opportunity to meet with and obtain information about the various charitable agencies.
13. A Victory Celebration shall be held at the end of the pledging period for campaign volunteers and all employees who pledged at designated pledging levels.

:5 FORMS:

None.

:6 COMMITTEE RESPONSIBILITIES:

As stated above.

:7 REFERENCE:

City Policy and Procedure 808.41 City of Orlando Employee M.E.R.I.T.S. Awards; this procedure approved by City Council July 25, 2005, Item A11; amended City Council, August 16, 2010, Item A02.

:8 EFFECTIVE DATE:

This procedure effective August 16, 2010.