

## SERENITY BEHAVIORAL HEALTH SYSTEMS

**SUBJECT:** Charitable Contributions Program  
**POLICY NUMBER:** HR-54  
**EFFECTIVE DATE:** May 1998  
**SUPERSEDES:** N/A  
**LAST REVISION DATE:** July 2010

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### **POLICY:**

It is the policy of Serenity Behavioral Health Systems (SBHS) to participate in the Charitable Contributions Program which is an annual statewide program that gives State employees the opportunity to support eligible charitable organizations. Employees may choose to contribute through a voluntary monthly payroll deduction or may choose to make a one-time contribution (i.e., cash, check, credit card or money order).

### **PROGRAM ADMINISTRATION:**

- I. The State Personnel Board, through advisory committees, determines which charitable organizations will be included in the program each year and how information regarding the annual campaign will be communicated.
- II. SBHS will name a campaign coordinator each year.
- III. SBHS programs may conduct fund-raising activities related to the Charitable Contributions Program, as approved by management.

### **SOLICITATION:**

- I. The only authorized solicitation of employees is the annual campaign of the Charitable Contributions Program.
- II. Solicitation by unauthorized charitable organizations for employee contributions is prohibited.

### **COERCION PROHIBITED:**

Georgia law prohibits coercion of employees to participate in the Charitable Contributions Program. Individual decisions to contribute are voluntary.

### **REFERENCES:**

- I. State Law (O.C.G. A. 45-20-50, et. seg. – Voluntary Deductions for Charitable Organizations)

**SUBJECT: CHARITABLE CONTRIBUTIONS PROGRAM**

**POLICY #HR-54**

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**APPROVAL SECTION:**

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Chief Executive Officer

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Date

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Committee Chairperson

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