

Agenda Report

July 1, 2013 City Council Meeting

July 1, 2013

Item No. 14

ISSUE: Resolution approving United Way of Central Iowa donation program

BACKGROUND:

This year I am one of the co-chairs of the government subcommittee of the United Way of Central Iowa funding campaign. In an effort to get more of our employees to donate through employee payroll I am recommending the City establish a program that offers one additional paid day off annually for any full-time employee that donates at least \$10 per pay period to the organization. We offered a program similar to this in Shorewood and I had over a 40% employee participation rate. Some key points include:

- Employees must donate through payroll deduction a minimum of \$10 per pay period
- Employees will have one year to use the floating day (from July 1, 2013-July 2, 2014). Any days not used cannot be carried over
- The additional paid day off cannot be cashed out upon retirement or termination of employment, but can be used as any other paid day off

My goal is to get 15-20 employees to donate the \$10 biweekly. This amounts to an annual giving of \$3,900 annually from Windsor Heights' employees.

RECOMMENDATION:

Staff recommends the City Council approve the resolution authorizing one additional paid day off for any full-time employee that contributes at least \$10 biweekly to the United Way of Central Iowa.

STAFF CONTACTS:

Jeffrey A. Fiegenschuh, City Administrator

THE CITY OF WINDSOR HEIGHTS, IOWA

RESOLUTION NO.13-0746

A RESOLUTION TO AUTHORIZE INCENTIVES FOR CONTRIBUTIONS TO
UNITED WAY OF CENTRAL IOWA

WHEREAS, the United Way is a community-based non-profit organization that provides fundraising services and coordination of benefits for a number of local social service agencies; and

WHEREAS, the City of Windsor Heights supports the United Way of Central Iowa in its mission to provide funding to these agencies; and

WHEREAS, for many years the City of Windsor Heights has permitted employees to elect payroll deductions for contributions to the United Way; and

WHEREAS, in an effort to encourage continued and increased contributions to this community-based organization, the City believes it to be in its best interest to offer incentives to eligible employee contributors.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Windsor Heights, Iowa:

1. The City does hereby adopt a United Way contribution incentive program, which shall be effective on July 1, 2013.
2. Eligible employees are those who donate at least ten dollars (\$10.00) per paycheck, through the City's automatic payroll deduction, to the United Way of Central Iowa.
3. Eligible employees shall receive one additional eight-hour day off with pay during the relevant fiscal year ("Incentive Day.") The extra day shall be coordinate with the City's fiscal year cycle— July 1st to June 30th—and employees shall not be allowed to carry any accrued, but unused, Incentive Day over to the following year. The Incentive Day cannot be cashed out and will not be paid out in the event of termination of employment for any reason. Each employee must receive prior approval from their supervisor in order to use the Incentive Day.
4. Participation in this program is voluntary.

PASSED AND APPROVED THIS ___ DAY OF _____ 2013.

David J. Sullivan, Mayor

Attest:

Jeff Fiegenschuh, City Administrator/Clerk