

**R942-1. Purpose:** To set forth the policy and procedures governing payroll deductions in the Commissioner's Office.

## R942-2. References

- 2.1. Utah Code [§53B-1-106](#) (Appointment of Commissioner's Staff)
- 2.2. Policy and Procedures [R141](#), Duties of the Commissioner of Higher Education

## R942-3. Definitions

- 3.1. **"Employee Organization":** a voluntary nonprofit association or organization, or a local unit or chapter of such an association or organization, the membership of which is predominantly composed of office employees, which exists for the primary purpose of promoting and protecting the interests of its members in the terms, conditions, rights and responsibilities associated with their employment by the Commissioner's Office.
- 3.2. **"Processing Charges":** a one-time or periodic charge, including but not limited to a fee to be added to each voluntary payroll deduction, to assist in defraying the cost of processing voluntary payroll deductions.

## R942-4. Policy

- 4.1. **Mandatory Deductions:** The Commissioner's Office is required by law to make certain deductions from employees' gross earnings, including income taxes and social security taxes. In addition, for certain benefit programs which require payments by participants, the Commissioner's Office may specify payroll deduction as the only acceptable method of payment.
- 4.2. **Voluntary Deductions:** Clerical, administrative, and data processing expenses are associated with each payroll deduction made. In an effort to minimize such costs and assure optimal use of the available data processing resources, voluntary payroll deductions will be made available to employees without charge only in circumstances which are regarded by the Office as supportive of or beneficial to the Office goals and objectives, including fringe benefit programs for Office employees.
- 4.3. **Processing Charges:** When voluntary payroll deductions are made available primarily as a convenience to employees of the Commissioner's Office, a processing charge may be imposed.
- 4.4. **Scheduling of Deductions:** Payroll deductions ordinarily will be distributed in equal amounts to each paycheck issued during the period of time for which the deductions are authorized, except that voluntary deductions will not be made from the third paycheck in months with three paydays. For good cause, the Associate Commissioner for Finance may authorize exceptions to this scheduling policy.
- 4.5. **Amount of Voluntary Deductions:** Voluntary payroll deductions in the amount of less than one dollar per paycheck, exclusive of authorized processing charges, or for less than six successive payroll periods, are not authorized. Each voluntary payroll deduction must be for an equal amount during each pay period.

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<sup>1</sup> Adopted July 19, 1983.

**4.6. Office Endorsed Programs:** The following office-endorsed programs are eligible for voluntary payroll deduction on request by the employee, without imposition of a processing charge:

4.6.1. Any optional basic or supplemental insurance benefits program approved by the Commissioner's Office.

4.6.2. Any optional basic or supplemental retirement or annuity program approved by the Commissioner's Office.

4.6.3. University of Utah Employees Credit Union share purchase (savings) or loan payments.

4.6.4. United States Savings Bonds purchases.

**4.7. Office Modifications:** Additional Office-endorsed programs for payroll deduction may be approved, and previously approved programs (including those designated in paragraph 4.6 above) may be terminated upon a determination that the best interests of the Office so require.

**4.8. Deductions Subject to Processing Charges:** Payroll deductions on a voluntary basis are approved for the following purposes, subject to applicable conditions specified as may be provided under paragraph 4.9, below, including payment of processing charges:

4.8.1. Dues and fees required as a condition of membership in an office employee organization.

4.8.2. Season tickets for attendance at University-sponsored intercollegiate athletic events, Pioneer Memorial Theatre productions, and University Lectures and Concerts series.

4.8.3. Annual fees for use of campus recreational facilities.

**4.9. Implementing Forms and Procedures:** The associate commissioner for finance, in conjunction with the institution preparing the Office payroll, shall prescribe operating guidelines and practices for carrying out this Policy, including appropriate forms and assignment of administrative responsibilities.