

Unit Order Twelve - Voluntary Employee Fund

Reference:

Manual of Policy and Procedures 3-05/090.00, Employee Maintained Funds

Manual of Policy and Procedures 3-05/090.05, Banking Procedure

Manual of Policy and Procedures 3-05/090.10, Method of Collection

Manual of Policy and Procedures 3-05/090.15, Responsibility

Purpose of order:

The purpose of this order is to establish policies and procedures for the voluntary employee fund.

Order:

The AAB has established a voluntary snack and water club employee fund designated as the "coffee/water fund." The AAB voluntary employee fund shall be governed by all sections of the Department Manual pertaining to employee-maintained funds.

AAB shall maintain a roster of current designated account holders and update the list with the banking institution.

A copy of the monthly statement shall be available for fund contributors.