

Memo

DATE: April 30, 1997

TO: Agency Heads
Human Resource Directors
Payroll Clerks

FROM: Wayne Simoneau, Commissioner
Department of Finance

Karen Carpenter, Acting Commissioner
Department of Employee Relations

RE: Minnesota Flood Recovery Fund

Governor Carlson signed Emergency Executive Order 97-13 establishing a Minnesota Flood Recovery fund for flood disaster relief. This fund allows eligible state employees to donate up to 40 hours of their individual vacation time or personal leave days (academic only) toward disaster relief. The dollar value of the hours donated will be set aside to aid families and individuals in our communities who have been affected by flooding. This account will be administered, in consultation with charitable organizations, by the Commissioners of Employee Relations and Finance. This order becomes effective with the payroll period beginning April 30, 1997 and ends August 31, 1997.

Agency heads are directed to encourage state employees to participate within the limits of their respective agency budgets. Donation requests made by state employees must be approved by their agency head or designee. There is no additional funding in agency budgets, so each agency needs to determine to what extent they can allow their employees to participate.

Previous donations made by an employee to the state's medical donation program this fiscal year DOES NOT prohibit an employee from making additional donations of up to 40 hours to this fund.

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Employees wishing to donate their vacation or personal leave days must complete an authorization form and submit it to their agency head or designee for approval. Upon approval, authorization forms should be submitted, with employee time sheets, to the agency payroll clerk. Payroll personnel should record the donated hours in SEMA4 using the earn code ERF. As with the state's medical leave donation program, these donations will have federal, state and FICA taxes withheld and the balance will go into the relief account. Donated hours will be deducted from the donor's accrued vacation leave balance. Contributions to this fund are tax deductible and will appear on the employee's pay stub under Charitable Deductions.

If state employees do not have vacation hours to donate or, if they would rather not use their vacation time, they may opt to contribute by writing a personal check made payable to the Minnesota Flood Recovery Fund. Checks should be mailed to the Minnesota Flood Recovery Fund, c/o Chris Goodwill, Department of Employee Relations, 658 Cedar Street, St. Paul, MN 55155. These donations will be deposited into the fund, along with donations made by businesses.

Questions concerning this relief fund should be directed to Chris Goodwill at (612) 296-7956, Lenore Vogt (612) 296-7177 or Mary Ferguson (612) 297-3053.

Human Resources offices are receiving an authorization form, posters, and a copy of the Governor's Emergency Executive Order with this memo. Please feel free to make copies of the authorization form and put the posters up at your various work locations.

Enclosures (HR Directors)

cc: Accounting Coordinators