

01 NCAC 35 .0304 METHODS OF GIVING AND TERMS OF CONTRIBUTION

For purposes of this Chapter, the following definitions apply:

- (1) Payment may be made by payroll deduction, cash, personal check or credit card. If an employee chooses to use the payroll deduction method of contributing, he/she shall agree to have the deduction continue for one year with equal amounts deducted from each check (monthly, semi-monthly or biweekly depending on the payroll). If the employee authorizes payroll deduction, the minimum amount of the deduction is five dollars (\$5.00) per month. All deductions shall start with the January payroll and continue through December. If the employee discontinues employment, or chooses to discontinue payment, the state shall not be responsible for the collection of the unpaid pledge. No deduction shall be made for any period in which the employee's net pay, after all legal and previously authorized deductions, is insufficient to cover the allotment. No adjustments shall be made in subsequent periods to make up for deductions missed. An employee who wishes to participate in a subsequent campaign shall file a new pledge form valid for the subsequent campaign.
- (2) The State of North Carolina shall provide new employees the opportunity to contribute to the SECC when any State or university human resources office is reviewing the details of employment with each new employee. There shall be no implication that a contribution is a requirement for employment, but material and an interpretation of the state policy and SECC shall be provided.
- (3) An employee transferred from one state agency to another shall request a copy of the employee's payroll deduction authorization form from the first state agency and submit the copy to the second state agency or complete and submit an additional form if required by the second state agency.
- (4) Temporary, contract and retired state employees shall be eligible to participate in the SECC.

*History Note: Authority G.S. 143-3.3; 143-340(26); 143B-10;
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