

## **Overview**

The State Employees Charitable Campaign (SECC) is a unified campaign providing an annual opportunity for State employees to contribute to approved charities of their choice. Contributions made through the SECC are voluntary after tax deductions. The campaign kicks off in September and runs through October each year.

## **Policy**

To be eligible for payroll deduction, charitable contributions must conform to the SECC policies and must not support advocacy groups or political activities. A five member SECC Steering Committee provides direction for implementation of SECC policy and to determine which organizations meet eligibility criteria. Details regarding the steering committee and policies can be found on the [SECC](#) website.

## **Scope**

This guidance applies to all State agencies.

## **Procedures**

State employees can set up payroll deductions on line through MI HR Self-Service or through the paper pledge form provided during the annual enrollment period.

Payroll deductions set up through MI HR Self-Service start and end on the dates specified by the State employee. If no end date is indicated, the deduction will continue until terminated at either the State employee's request or termination of employment.

Deductions setup through the paper pledge form will be for one year starting with the first pay day in January and ending with the last pay day in December.

Payroll deductions are discontinued automatically upon State employee death, retirement, or separation from State service. Voluntary payroll deduction contributions for State employees returning from leave or layoff are reinstated automatically. State employees may revoke voluntary contributions at any time by

written requests to their Human Resources (HR) Offices or the MI HR Service Center.

Civil Service Commission (CSC) and Department of Technology, Management and Budget (DTMB) are responsible for reviewing the format of the SECC pledge card for conformance with the Human Resources Management Network (HRMN) procedures as they relate to the SECC campaign and for processing reimbursements to local campaign operation agencies.

Please refer to the [SECC](#) website for further information.

Questions concerning application of the policies in this section should be directed to your OFM agency payroll liaison.

**Exhibits**

None.