



# OPTIONAL EMPLOYEE PROGRAM

## Dress Down for Charity

### Purpose:

This program was created in 1996 at the request of City employees to improve the general image of the City and for the opportunity to wear casual clothes for one day each week. City employees can contribute on a weekly basis to the Charity Fund which will be distributed to various **Registered Charitable Organizations** on an annual basis, with public recognition that the donations are from the employees of the City of Prince Albert. Allocation to charitable organizations will be decided by the Dress Down for Charity Committee which consists of one manager and one CUPE Local 882 employee.

Non-profit organizations and groups that have been donated to include the Seniors Transportation Program, Victoria Hospital Foundation, Share-A-Meal/Food Bank, SPCA, MADD Prince Albert, and many more.

### Policy:

This is strictly a volunteer program. It is not compulsory to participate; however, all employees are encouraged to enter into the program. Employees who currently wear casual attire or those required to wear a uniform will not benefit from the Dress Down aspect; however, can contribute to the Charity Fund.

### Is the Deduction Tax Deductible?

YES, the total sum contributed to the Charity Fund will appear on the employees T-4 Slip as a charitable donation.

### Conditions:

Casual wear must be **neat, clean** and **non-offensive** (no pictorial or printed content of an obscene/racial/religious/political/ethnic nature).

Posters placed at each work area/department will identify to customers why the casual attire is being worn.

### How to Get Involved:

Simply sign this form authorizing the \$2.00/pay deduction and return it to the Payroll Department immediately and then start "**Dressing Down for Charity**" every Friday.

## Authorization to Deduct

I, \_\_\_\_\_ hereby authorize the City of Prince Albert to deduct:

\$2.00/pay period for my participation in the "Dress Down for Charity" program.

I may cancel these requests at any time by written notice.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature