



**Deschutes County Administrative Policy No. HR-17**  
**Effective Date: October 3, 1990**

**PAYROLL DEDUCTIONS FOR HEALTH CLUB MEMBERSHIP DUES**

The County Administrator may approve voluntary payroll deductions to pay for health club dues under the following guidelines:

1. There shall be no fewer than 15 employees enrolled or seeking to enroll at the health club requesting participation in the voluntary payroll deduction program.
2. The payroll deduction method of payment must be the only method by which a dues discount can be realized by the member employees.
3. The payroll deduction must not be administratively burdensome.

Participating employees will be required to provide the Personnel Department with the necessary payroll deductions authorization forms by the 15th of the month preceding the month in which the deduction is to occur. Any change in membership or dues must also be received in the Personnel Department by the 15th of the preceding month. Necessary forms should be available from the health club at the time of initial membership or change in dues.

Participating employees will be responsible for maintaining the accuracy of deductions. Responsibility for resolving any discrepancies shall be the participating employees.

Approved by the Deschutes County Board of Commissioners October 3, 1990.

Dave Kanner  
County Administrator