

EXECUTIVE ORDERS

charge established by the Payroll Center, taking into account personnel, computer and material costs.

- C. No Department, Board, Commission or Agency (hereafter referred to as Agency), may authorize solicitation of employees for insurance purposes at the place of employment unless the soliciting agents represent an approved employee organization or association. Payroll deductions shall not be authorized for any insurance premiums which are not included in one of the categories within Section II. Twice a year on a day selected by the Agency, representatives of employee organizations or associations and their insurance agents may be permitted to establish information desks centrally located convenient to State employees for soliciting and giving information about insurance programs. The information desks may be made available to State employees before or after working hours and during lunch and break periods.
- D. Employees shall request all voluntary payroll deductions in writing on Payroll Center approved forms and all subsequent changes or cancellations shall similarly be in writing on an approved form.
- E. The Payroll Center shall be held harmless if it deducts, amends or cancels in accordance with the written request of the employee. All disputes regarding payroll deductions, including refunds and missed deductions, are a matter between the employee and the organization or association receiving the deduction.
- F. Contractual employees are only afforded voluntary deductions for deferred compensation, United States Savings Bonds, United Charity Campaign of Maryland State Employees and Retirees, and contributions to labor organizations or associations of management officials which met the criteria of Section II.I of this order.

SECTION II - CATEGORIES OF VOLUNTARY DEDUCTIONS PERMITTED BY THE STATE OF MARYLAND

A. Health Insurance Premiums

The State offers a health program for its employees in certain categories. The premiums for this program are subsidized by the State as directed by the Secretary of Personnel. Deductions are initiated by the employee through his Agency personnel office.

B. Dependency Support

Deductions for alimony and child support have previously been available only pursuant to a Court