

<b>Hawkeye Area Community Action Program, Inc.</b>	<b>Policy # 405</b>
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<b>Direct Deposit of Earnings</b>	<b>Effective: June 1, 2014</b>
	<b>Revised: May 25, 2023</b>
APPROVED BY: HACAP Board of Directors	

### **Policy Statement**

Employees hired after June 1, 2014, will receive their earnings by direct deposit in the financial institution of his/her designation. Employees will be required to provide financial institution information as part of their new employee orientation.

### **Standard Operating Procedure**

In accordance with Iowa Code 91A.3 Division of Labor and employer may require an employee to receive wages by direct deposit if the following criteria are met:

1. The employee was hired after 7/1/2005
2. The employee is allowed to choose their own bank or credit union
3. The cost of opening and keeping the account do not drop their pay below minimum wage
4. There is no charge to the employee's account for the direct deposit
5. The employee is not covered by a union contract that prohibits mandatory direct deposit.

This policy only addresses direct deposit for new employees hired on or after 6/1/14.

The only individual who can waive this requirement due to hardship for a new employee would be the CEO.

### **Process Manager**

This policy was written by the Human Resource Department for use by all HACAP operations. Questions regarding this policy should be directed to the Human Resources Department at 319-393-7811.