Ukraine Relief Efforts
Frequently Asked Questions (FAQs)

General FAQs

Q: How does an employee contribute?

A: For payroll or time donations:

- Donations will be accepted during a 21-day period that begins March 8, 2022 and ends on March 28, 2022.
- Employee fills out an authorization form, which can be found at the website www.kingcounty.gov/disastergiving.
- Employee turns in the form to the Employee Giving Program by:
    - Email (preferred) to employeegiving@kingcounty.gov or
    - Interoffice mail Employee Giving Program, Mail Stop CNK-HR-0321, 401 5th Avenue, Seattle WA, 98104
    - Bring to the BPROS office, 2nd floor of the Chinook Building

Q: What is the deadline?

A: The deadline is Close of Business, 5:00 PM, **March 28, 2022**. A completed authorization form must be received by the Employee Giving Program by this deadline.

Q: What are the different ways I can give through this special emergency response?

A: There are three ways:

1. Time Donation: The donation of accumulated vacation or compensatory hours.
2. One-time Payroll Donation: This will come out in one check, in addition to any ongoing payroll donations you have.
3. Credit card/e-check: May be done on the EGP storefront.

Q: What organizations are available to give to through this opportunity? Why are there only three?

A: Per King County Code 3.12.22 the Executive chooses up to three EGP participating nonprofit organizations for time and payroll. For this opportunity they are:

1. **Global Impact - Ukraine Response Fund #3500**
2. **Médecins Sans Frontieres / Doctors Without Borders #4172**
3. **Ukrainian Community Center of Washington #9385**

In this opportunity, employees may make time and payroll donations to these three nonprofits, as well as credit card and e-check donations. Credit card and e-check donations can be made year-round for any nonprofit that participates in the Employee Giving Program, but time donations can only be made during the Annual Giving Drive (Oct/Nov each year).

Q: When will the donations be processed and sent to the nonprofit organizations?

A: Time Donations will be processed the week of April 11-15 in an off-cycle paycheck. One-time payroll donations will be deducted on the April 14 payday. A lump-sum check, or EFT will be distributed the nonprofit organizations the following week.

Q: Will my information be shared with the nonprofit organizations?

A: No. Unlike during the Annual Giving Drive where you may choose to share your information, during Emergency Responses donations are sent as one lump sum from King County Employees.

Q: What is the cost to the nonprofits for emergency responses?

A: Per King County Code, participating nonprofits share in the costs of the program. For emergency responses that share is 5% of donations. Costs include items such as staff time, nonprofit vetting, processing, and potential credit card fees.

Q: How will I document the donation for my taxes?

A: Payroll:

- Form - Make a copy of the authorization form.
- Paystub - Last paystub of the year.

Time Donation:

- Form - Make a copy of the authorization form.
- Paystub - After the donations have been processed employees will receive a separate paystub that will show the total hours and gross pay donated, the taxes and retirement that are deducted and the net donation that will be made on their behalf.
- Letter - Finally, they will also receive a letter from the Employee Giving Program that details the donation.

Credit Card/e-check:

- A receipt is emailed to you directly after the transaction.

Time Donation FAQs

Q: What is the Ordinance for these relief efforts?

A: King County Code 3.12.222 allows the Executive to open leave donations in the event of an emergency or natural disaster. This provides eligible King County employees with a one-time opportunity to convert accrued vacation and/or accumulated compensatory time to cash so that they can donate to the relief efforts of those impacted.

Q: Who is an "eligible King County employee" for the time donations?

A: Any current King County employee who is comprehensive leave benefits eligible can participate in the time donations option on a voluntary basis.

Q: Can Sick Leave or Executive Leave be donated?

A: No, it is only vacation and accumulated compensatory hours.

Q: Are there restrictions on how many hours an employee can donate?

A: Yes. The maximum number of hours of vacation or comp time hours, or a combination of vacation and comp time hours, cannot exceed a total of forty (40) hours per employee. Unless you have excess leave, then you may give more. Department directors have the authority to determine the maximum number of hours that any employee converts to cash to donate. The minimum donation is four (4) hours.

Also, donations must be made in full hour increments.

Q: How will the cash value of the hours donated be calculated?

A: The value of the hours will be determined by multiplying the number of donated hours by the regular hourly rate of the employee in effect at the time the approved conversion request is processed. It is the net amount after taxes (see next question) that is the charitable donation.

Q: Will the cash donation be taxed?

A: Yes. Under federal law, time donations are considered taxable income. The cash that results from converting accrued vacation and/or comp hours will be subject to all mandatory deductions, including but not limited to deductions for retirement plans and federal income tax and the Federal Insurance Contributions Act (FICA), more commonly known as Social Security and Medicare. Please note that depending on the gross amount donated, the deduction amounts may be different from the usual tax deductions.