

Attachment 11
Home Storage Payroll Deduction
Authorization/Cancellation Form

Home Storage Payroll Deduction Authorization/Cancellation Form

This form is to be used in conjunction with A.P. No. 2-2 as revised and form ES-1.

Take-Home Storage (Home Storage) vehicle privileges are determined by City need at the discretion of Department Directors. A significant portion of the cost of purchasing and operating these vehicles is due to personal driving time and the commute between home and work. In order to standardize the process across departments, and recover the cost of non-City Business driving, effective December 2010, each City employee with Take-Home Storage vehicle privileges will be required to reimburse the City for Take-Home vehicle use through bi-weekly payroll deductions at a standard rate. The City shall establish the standard rate and the standard rate will be recalculated prior to the beginning of each new Fiscal Year beginning in Fiscal Year 2012. City employees with Take-Home Storage vehicle privileges may convert their Take-Home vehicle into an "assigned" vehicle without Take-Home Storage privileges for which no payroll deductions are currently required.

AUTHORIZATION:

AUTHORIZATION FOR TAKE HOME STORAGE VEHICLE PAYROLL DEDUCTION

I, _____, hereby authorize the City of Houston to deduct through bi-weekly payroll deductions the City's standard Take-Home vehicle use reimbursement associated with my Take-Home Storage vehicle privileges. I understand that the City will recalculate the standard rate at the beginning of each new Fiscal Year beginning in Fiscal Year 2012. By signing my name below, I also authorize the City to increase or decrease my bi-weekly payroll deductions in the future consistent with the City's calculation for this reimbursement without need of my further authorization.

Employee signature: _____ Date: _____
Employee number: _____

CANCELLATION/CONVERSION:

CANCELLATION OF TAKE-HOME VEHICLE PAYROLL DEDUCTION AND/OR CONVERSION TO "ASSIGNED" VEHICLE STATUS

I, _____, hereby relinquish my Take-Home Storage vehicle privileges and ask to convert the Take-Home vehicle currently in my possession to "Assigned" vehicle status. I understand I will no longer enjoy Take-Home Storage vehicle privileges. To the extent I have previously authorized payroll deductions associated with a Take-Home Storage vehicle, my authorization is withdrawn as of the date shown below.

Employee signature: _____ Date: _____
Employee number: _____
