

## **INTRODUCTION**

Employees of the City of Taft shall be eligible for membership in the Chevron Valley Credit Union.

Although the City of Taft does not formally sponsor the Chevron Valley Credit Union and is in no way involved in credit union management, the City extends the courtesy of payroll deduct and direct payroll deposit to credit union members upon written request.

Information concerning credit union membership is available through the Personnel Department and from the manager of the Chevron Valley Credit Union.

Information concerning credit union management policy is available through the credit union management only.

## **ENORLLMENT**

1. Employees shall be eligible for credit union membership on the first day of active employment.
2. Employees wishing to enroll in the Chevron Valley Credit Union shall complete a credit union membership application available in the Personnel Department or through the credit union manager.
3. Credit union membership applications shall be submitted to the manager, Chevron Valley Credit Union, with the appropriate membership fee.
4. Employees wishing to participate in Chevron Valley Credit Union payroll deduction shall complete a two-part payroll deduction request available in the Personnel Department or through credit union officers.
5. Payroll deduction applications shall be submitted to the Chevron Valley Credit Union for approval.
6. Credit Union payroll deduction applications shall be submitted to the Accounting Department by the Manager, Chevron Valley Credit Union, and shall become effective on the date specified by the requesting employee.
7. Employees may increase or reduce credit union payroll deductions at any time by submitting a written request for such action to the Manager, Chevron Valley Credit Union.
8. The Manager, Chevron Valley Credit Union, shall submit payroll deduction increase or decrease request to the Accounting Department a minimum of thirty days prior to the effective date of such action.

9. Credit union payroll deductions shall remain effective until revoked in writing by the individual employee.
10. Employees wishing to withdraw from the Chevron Valley Credit Union payroll deduction program shall submit written request for such withdrawal to the Manager, Chevron Valley Credit Union.
11. The Manager, Chevron Valley Credit Union, shall submit all written requests for withdrawal from credit union payroll deduction program to the Accounting Department a minimum of thirty days prior to the effective date of such withdrawal.
12. The City of Taft shall assume no responsibility for the management, membership or loan policies of the Chevron Valley Union or for the safety of credit union fees.
13. Questions concerning credit union operations shall be directed to the Manager, Chevron Valley Credit Union.