

OTSEGO MEMORIAL HOSPITAL  
Gaylord, Michigan

Date: December 21, 2005

REVIEWED 02/08, 03/10  
REVISED 11/13  
07/12

POLICY AND PROCEDURE MANUAL

DEPT/ AUTHOR: Human Resources / T. Deming  
Food Service/ C. Griffith

DISTRIBUTION: Hospital wide

RE: **Employee Point of Sale Benefit, Code#HR.e.16**

=====

**KEY WORDS: employee purchases, payroll deduction**

**PURPOSE:**

This policy describes the guidelines for the point of sale system.

**POLICY:**

As an employee benefit, Otsego Memorial Hospital offers the convenience of payroll deduction for purchases in the cafeteria, gift shop and pharmacy to Full-time and Part-time employees through a point of sale system.

**PROCEDURE:**

Full-time and part-time employees who want to utilize the point of sale system must complete the appropriate authorization form for payroll deduction. This form is available from Human Resources. The completed form is forwarded to the Food Service Manager who enters necessary information into the system and activates the employee ID card to be used for purchases in the Cafeteria, Gift shop and Pharmacy. **The employee ID must be swiped through the POS reader when making a purchase in the Cafeteria, Gift Shop or Pharmacy.**

Charges for purchases are payroll deducted every 2 weeks (per pay period).

Employees will be allowed to charge up to \$250.00 per pay period.

Employees who are Contingent are not eligible for this benefit. Human Resources will notify the Food Service Manager of Full-time and Part-time employees who are on leave of absence and these employees will be temporarily removed from the system until they return to work in Full-time or Part-time status.

If an employee ID card is not functioning properly, the employee should contact the Food Service Manager.

Employees will not puncture the employee ID card as this results in malfunctions of the card for use in the point of sale system.

If an employee abuses this benefit by charging more in a pay period than he/she nets in that pay period, the employee will be subject to disciplinary action up to and including termination.

Revised by: Terra Deming

Date: November 2013

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Thomas R. Lemon, CEO

**Signed copy on file in Administration**