



POLICIES AND PROCEDURES MANUAL

SUBJECT CWA Policy As It Relates to LifeTime Credit Union	DEPARTMENT		DEPARTMENT IDENTIFICATION	
	LifeTime Credit Union		100	
	SECTION	PAGES	EFFECTIVE DATE	REVISION DATE
	101	1	1/1/82	1/1/98

1.0 PURPOSE:

To describe the policy of the City of West Allis as it relates to the LifeTime Credit Union.

2.0 ORGANIZATIONS AFFECTED:

This policy applies to all City of West Allis employees.

3.0 POLICY:

It is the policy of the City of West Allis to offer its employees the opportunity to have payroll deductions and net pay deposits directly to accounts they may choose to maintain with the LifeTime Credit Union.

4.0 REFERENCES:

None.

5.0 PROCEDURES:

5.1 RESPONSIBILITY

The LifeTime Credit Union is responsible for all operations and accounts.

5.2 GENERAL POLICIES

5.2.1 The Personnel Division of the Department of Administration & Finance will provide a general orientation on the Credit Union to new employees.

5.2.2 The Finance Division of the Department of Administration & Finance will provide specific instructions and guidance to employees on exercising this opportunity.