



## PAYROLL DEDUCTION POLICIES

Release of Confidentiality form with Human Resource Department must be updated every fiscal year. This allows HR Staff permission to verify your employment status and allows us to process your credit application.

1. **Yakama Nation Tribal Employees:** Must be employed 1 year or longer at your current YN Tribal Program. Your status must be at Full performance.
2. YN Employees allowed a (6 pay-period deduction plan) with a limited amount of charges.
3. **Yakama Nation Forest Product Employees:** Must be employed 2 years. (Limit 2 Active Charges and allowed 5 pay-period deduction plan) Must have approval with their HR Dept.
4. YN Enterprise Employee's must check with their HR Dept. to verify if payroll deduction processing is allowed with a limit of a (6 pay-period deduction plan) with limited charges.
5. Provide copies of your last two current pay stubs, Tribal Badge (if you have one) & copy of your Driver's License.
6. Purchases must be \$30 or more to be allowed to use PRD services. Example (\$30-\$59 will be one deduction).
7. Funerals, Memorials, or Traditional ceremonies will be allowed a 20% discount. Not included with any other sales discounts.
8. NO exchanges or refunds after 7 days of purchase. Must provide a receipt.
9. Purchases made after termination of employment will not be tolerated, if this action takes place you will no longer be allowed to have a payroll deduction account with the Gift Shop.
10. Credit limits are set on all accounts based on your current net pay and number of years employed.
11. You will notify the Cultural Center Gift Shop of any changes to your employment such as; terminations, furloughs, job change, name change, address or phone number changes. Account will remain frozen until updates are completed. If terminated from employment, I agree to any balance paid in full on final paycheck. If there still remains a balance on account the charge will resume upon re-entering the workforce.
12. PRD application forms are available on the Yakama Nation website: [www.yakama.com](http://www.yakama.com) or Cultural Heritage Center website: [www.yakamamuseum.com](http://www.yakamamuseum.com).
13. Completed applications with all documentation attached can be emailed to: [giftshop@yakama.com](mailto:giftshop@yakama.com)



**Yakama Nation Museum & Cultural Center**  
Spiel-yi Loop, P. O. Box 151, Toppenish, WA 98948  
(509) 865-2800  
[www.YakamaMuseum.com](http://www.YakamaMuseum.com)  
Facebook: Yakama Nation Cultural Center