

**ARTICLE 5  
DUES WITHHOLDING**

**Section 5.01 - Definitions.**

- (1) **Dues** - means dues, fees, and assessments as determined by the Union.
- (2) **SF-1187** - is a Request and Authorization for Voluntary Allotment of Compensation for Payment of Employee Organization Dues.\*
- (3) **SF-1188** - is a Cancellation of Voluntary Allotment of Compensation for Payment of Employee Organization Dues.\*

**Section 5.02 - Eligible Employees.** To be eligible to make a voluntary allotment for the payment of Union dues, an employee must:

- (1) Be in one (1) of the units (see Appendix B) covered by this Agreement;
- (2) Be a member in good standing with the Union;
- (3) Have a regular net salary, after other legal and required deductions, sufficient to cover the amount of the authorized allotment for dues; and
- (4) Request the allotment on the prescribed form (SF-1187) which has been certified by the authorized Union official.

**Section 5.03 - Responsibilities of the Union.** The Union shall:

- (1) Inform and educate its members on the voluntary nature of the dues allotment program, including conditions governing institution of allotments. This may be completed at new employee orientations;
- (2) Provide the SF-1187 form to employees;  
  
\*This includes any electronic successor version.
- (3) State on the SF-1187 form the amount of dues to be withheld each biweekly pay period;
- (4) Furnish written notification to the servicing Employee and Labor Relations (ELR) office concerning the names and titles of Local Union officials authorized to certify the SF-1187 form;
- (5) Promptly forward completed SF-1187 forms to the appropriate servicing ELR Office; and
- (6) Provide the appropriate servicing ELR office with written notification concerning:
  - (a) Changes in the amount of Union dues;
  - (b) The name of any employee who has been expelled or ceases to be a member in good standing in the Union within ten (10) days after the date of such determination; and

- (c) The name of any employee on dues check-off who transfers from one Local to another; the new Local to receive the dues deducted; and any change in the amount of dues to be deducted resulting from the transfer to a new Local.

**Section 5.04 - Responsibilities of Management.** Management shall effect the following:

- (1) **Accuracy.** The servicing ELR office shall honor and expeditiously implement each SF-1187 to ensure that only eligible employees are on the dues withholding listing. The servicing ELR office shall also screen each promotion and reassignment action to remove employees who are promoted or transferred out of the unit.
- (2) **Promptness.** Upon receipt in the appropriate servicing ELR office of the SF-1187 form from the Union, certify on the SF-1187 form that the employee is in the unit covered by this Agreement and promptly forward the SF-1187 form to the payroll office for processing. This process shall be completed within two pay periods of ELR's receipt.
- (3) **Privacy.** Copies of the SF-1187 shall not be filed in the employee's Official Personnel Folder.

**Section 5.05 - Responsibility of the Employee.** Management does not assume responsibility for the maintenance in good standing in the Union of the employee.

**Section 5.06 - Procedures.**

**(1) Initiating the Withholding of Dues.**

- (a) Upon receipt of a properly completed SF-1187 form from the servicing ELR office, the payroll office shall arrange to withhold the Union dues in accordance with existing pay periods (twenty-six (26) biweekly periods) and procedures under which employees are regularly compensated.
- (b) The dues deduction shall be effective as soon as possible, but in no case shall it be later than one (1) pay period following receipt of the SF-1187 form by the payroll office.
- (c) Employees who meet the eligibility requirements for dues withholding and who have a current dues withholding agreement in effect on the date this Agreement is approved, need not execute a new SF-1187 form to come under the provision of this Agreement.
- (d) Any SF-1187 submitted to the servicing ELR office that Management does not process shall be returned to the Union with the reason why it was not accepted. The Union reserves the right to discuss the exclusions with Management.

**(2) Changes in Dues.**

- (a) The amount of dues certified on the original allotment form (SF-1187) shall remain unchanged until the authorized Union official provides written certification to the servicing ELR office that the amount of dues has changed. New SF-1187 forms shall not be required.

- (b) No more than four (4) levels of dues shall be withheld in any one (1) local office. Changes in the amount of the allotment by reason of changes in the Union dues structure may be made only twice a year by any one (1) local.
- (c) Change in the amount deducted for Union dues shall be effective as soon as possible but in no case shall it be later than one (1) pay period following receipt by the payroll office of the Union's certification of changes in its dues.

**(3) Termination of Dues Allotments.**

- (a) **Automatically.** Termination of dues allotments shall be automatic in the following situations:
  - i. Upon loss of exclusive recognition by the Union, effective at the beginning of the first full pay period after such loss of recognition;
  - ii. When the dues withholding agreement is by mutual agreement terminated;
  - iii. When an employee ceases to be eligible for inclusion in the unit covered by this Agreement for which the Union is the exclusive representative; and
  - iv. When an employee is expelled or ceases to be a member of the Union in good standing, effective with the first complete pay period after receipt of the payroll office of written notice from the authorized Union official.
- (b) **Voluntarily.** An employee may submit a written request, SF-1188, for the revocation of an allotment no more than two (2) weeks before, and no later than two (2) weeks after the anniversary date of the date on the form SF-1187. The request may be submitted, in duplicate, to the servicing ELR office. Revocations shall be effective the first full pay period following a timely filing of the form SF-1188, if the request is received in the servicing ELR office during the acceptance period.

Revocations by employees shall be in duplicate, preferably on the SF-1188 form, and shall be forwarded by the employee to the servicing ELR office. The ELR office shall forward a duplicate immediately to the designated Union official.

Requests for revocation of dues allotments which are not filed in a timely manner shall be returned to the employee with an explanation of the reason for the rejection. A copy of both the employee the SF-1188 and the explanatory letter shall be furnished to the Union.

The anniversary date of the authorization for dues withholding, SF-1187, shall be one (1) year from the first day (Sunday) of the first pay period that dues are initially withheld.

**Section 5.07 - Remittance of Dues.** Management shall remit the dues withheld after each pay period for which deductions are made within two (2) weeks. Payment of dues shall be made to the American Federation of Government Employees (AFGE) National Secretary-Treasurer's Office.

Overpayments by agency electronic transfers will be corrected by the agency promptly, once the agency is made aware of the error.

Underpayment of dues withholding will be promptly brought current with the union, once the agency is made aware of the error.

**Section 5.08 - Detailed Listings.** The remittances shall be accompanied by listings of the following information:

- (1) Identification of the payroll office reporting the data and the Union Local to receive the dues;
- (2) Pay period ending date;
- (3) The name of each member whose dues were forwarded to the Union and the amount of dues withheld; and
- (4) The amount remitted to the Union.

**Section 5.09 - No Cost for Withholding.** The service of withholding the Union dues shall be provided by Management at no charge to the Union.

**Section 5.10 - Details Outside the Unit.** Employees temporarily dropped from dues withholding due to a detail outside the bargaining unit shall be automatically reinstated upon the conclusion of the detail.

**Section 5.11 - Errors.** Employees dropped from dues withholding due to an error shall be automatically reinstated upon notification of the error.

**Section 5.12 - Funds Transfer.** Funds due the Council shall be electronically transferred.