

ARTICLE 4 Union Dues

Section 1. Withholding

As authorized by Title 5 United States Code (U.S.C.) § 7115, employees will have their Union dues withheld through payroll deductions as governed by this Article.

Section 2. Eligibility

To be eligible to make a voluntary Union dues allotment, an employee must:

- A. Be an employee in the unit covered by this Agreement;
- B. Be a member in good standing with the Union;
- C. Have a net salary, after other legal and required deductions, sufficient to cover the amount of authorized allotments; and
- D. Submit an SF-1187, Request and Payroll Deduction for Labor Organization Dues, to a designated Union representative.

Section 3. Consistent Dues Deduction

- A. The Agency's payroll/HR system provider allows for electronic distribution of an employee's allotment to ESC.
- B. ESC shall provide the Agency with the new dues withholding amounts no later than 30 days after the implementation of this Agreement.
- C. The amount of dues withholding shall be consistent across the Agency.

Section 4. Responsibilities of the Union

The Union shall:

- A. Regular Dues: Submit SF-1187 allotment for only those dues which are the regular and periodic dues required by the Union for that employee. Initiation fees, special assessments, back dues, fines, and similar items are not considered dues and shall not be deducted;
- B. Inform Employees: Inform and educate its members of the voluntary nature of the allotment program, including conditions governing institution of allotments; and conditions governing the termination of allotments;
- C. Forms: Provide forms SF-1187, Request and Payroll Deduction for Labor Organization Dues, and SF-1188, Cancellation of Payroll Deductions for Labor Organization Dues, to employees;
 - 1. Forward properly executed and certified Standard Form SF-1187 to the servicing Human Resources Office or designee on a timely basis.
 - 2. State on the SF-1187 the allotment amount to be withheld each bi-weekly pay period and maintain copies of form SF-1187 for all active union members;

3. Forward an employee's revocation (Standard Form 1188) to the Human Resources Office or designee when such revocation is submitted to the Union.

D. Anniversary Dates: Keep a list of the "anniversary dates" of employees and provide the anniversary dates to employees or the Agency, upon request;

E. Authorized Union Officials: Furnish a written statement to the Agency's payroll office, listing the names and titles of local Union officials authorized to certify the form SF-1187; and,

F. Notice to Agency of Changes: Provide the Agency's payroll office, via the Human Resources Office or designee with written notification concerning:

1. Changes in the amount of Union allotments at least 60 days before the pay period in which the change is requested. Per Section 5. B, the amount of dues withheld cannot be changed more than once per year.

2. Changes in the Union officials who are authorized to certify and submit SF-1187 and SF-1188 forms.

3. Any change in the bank routing number and/or account number used by the Union for the receipt of dues allotments.

4. The name of any employee who has been expelled or ceased to be a member in good standing with the Union within 15 days of the date of final determination.

Section 5. Agency Responsibilities

A. The Agency agrees to:

1. Withhold dues on a bi-weekly basis, at no charge to the Union;

2. Withhold a different amount of dues, upon certification from the EPA Unit President provided that the amount of dues withheld has not been changed during the past 12 months;

3. Forward to the designated Union officials copies of SF-1188s received directly from Union members for processing;

4. Within ten (10) days of the close of each pay period, transmit employee dues withholdings to the bank account designated by the Union; and

5. Provide a remittance report to the Union within 30 days or as soon as practicable.

B. The Agency will terminate an employee's voluntary allotment on the first full pay period following:

1. Loss of exclusive recognition by the Union;

2. Assignment or reassignment of the employee to an administrative unit outside of any of the Union's recognized bargaining unit, the temporary detail, reassignment or promotion to a position outside the bargaining unit;

3. Separation of the employee from the Agency;
4. Upon notice from the Union that the employee has been expelled or ceased to be a member in good standing of the Union.

Section 6. Processing Steps to Effect Allotment Withholding

Bargaining unit members who decide to join the Union will have their dues withheld by payroll deduction by properly completing a form SF-1187 and submitting it to officials designated by the Union. These Union officials will certify the form and include the amount of allotment to be withheld. The Union will forward the certified form SF-1187 to the Agency Human Resources Office or designee for transmittal to the payroll office for processing. Allotments will be withheld by the Agency beginning the first bi-weekly pay period after receipt by the payroll office.

Section 7. Revocation of Allotments.

- A. An allotment shall be effective for one year after the first deduction and can be revoked as provided by 5 U.S.C. 7115.
- B. "Anniversary date" means the date dues were first deducted from an employee's pay check, or if unknown, on the date one year prior to the signing of this agreement.
- C. Revocation notices (SF-1188) may be submitted by an employee at any time to the designated Union representative or to the Agency's Human Resources Office or designee.

Section 8. Reinstatement of Allotment Withholding

- A. When the employee is temporarily detailed, reassigned or promoted to a position outside the bargaining unit, the Union allotment withholding will restart automatically when the employee returns to her position in the bargaining unit.
- B. When an employee previously on dues allotment returns to pay status from non-pay status, the Agency will automatically reinstate the allotment withholding at the rate in effect at the time the employee returns to pay status. The Agency is not responsible for additional dues withholding when/if an employee returns from a non-pay status. Should the Union request to collect dues for the period of non-pay, the Union is solely responsible for collecting the dues from the employee.

Section 9. Correction of Errors

- A. Under Withholding - Any substantiated under withholding errors made by the Agency shall be corrected as soon as practical after the error is discovered by the Agency or after the Agency has received a written notification from the Union's designated representative of the error.
- B. Correcting Under Withholding - If an under withholding occurs, the Agency will provide the employee with a written explanation that indicates the additional amount to be withheld each

pay period and paid to the Union and the number of pay periods over which the additional amount will be withheld to correct the error.

C. Over Withholding - If the Agency, through an administrative error, does not process an approved SF-1188 timely (or otherwise over collects from the employee), and the Union collects more dues than is authorized, the Union will be responsible for re-payment of the over collected amount to the employee.

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11/8/19

A large, circular handwritten signature in black ink, possibly reading 'JLS'.

11/8/2019