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Article 6

Dues Withholding

Section 1. Payroll Deductions

Any bargaining unit employee(s) may have regular and periodic dues, fees and assessments withheld through payroll deductions if the employee voluntarily completes SF-1187, Request and Authorization for Voluntary Allotment of Compensation for Payment of Employee Organization Dues, or its equivalent and has sufficient compensation to cover the amount of the allotment.

~~Any non-bargaining unit employee may pay union dues via a discretionary allotment.~~

The union dues will be paid electronically.

Section 2. Union Responsibilities

A. The Union will inform members of the voluntary nature of dues withholding and of the conditions governing a member's cancellation of dues withholding.

24 B. The Union will forward any SF-1187, or its equivalent, timely and any SF-
25 1188 or equivalent memorandum, within 5 calendar days to the appropriate
26 servicing personnel office when such forms or equivalent memoranda are
27 submitted to the Union.

28

29 C. The Union will inform the employee's servicing personnel office of the name
30 of any participating employee on dues check off who has been expelled or
31 ceases to be a member in good standing of the Union as soon as possible.

32

33 D. The Union agrees to inform **OLMER** ~~the servicing personnel office~~ of changes
34 in the following:

35

36 1. The title and address of the ~~individual local~~ Union official
37 responsible for certifying on each employee's authorization form the
38 amount of dues to be withheld.

39 2. The title and address and/or payee of the ~~individual local~~ Union's
40 electronic account.

41 3. Changes in dues amounts in either single or multi-level dues
42 structures. Changes in the amount of allotments over which the
43 Union has control may not be made more than once during a
44 calendar year. Changes in the amount of allotments over which the
45 Union does not have control may be made when required by an

46 outside party.

47 4. The name of any employee on dues withholding who transfers from
48 one local to another within the bargaining unit, ~~any change in the~~
49 ~~local to receive dues deducted~~ and any changes in the amount to
50 be deducted based on the transfer to a new local.

51 E. The Union will purchase and distribute SF-1187s or their equivalent which
52 includes the following language:

53 Dues withholding may be revoked by submitting a SF-1188 or its equivalent
54 **prior to October 1st. All revocations received prior to October 1st will be**
55 **effective on the first full pay period after October 1st. Requests received**
56 **after October 1st will be held until the following October 1st.** ~~within 30~~
57 ~~calendar day period prior to the anniversary date of signing indicated on the~~
58 ~~SF-1187 or its equivalent. If a request for revocation is not submitted within~~
59 ~~the timeframe cited above, the authorization will recycle for additional 1-year~~
60 ~~periods on each anniversary of the date a SF-1187 or its equivalent was~~
61 ~~signed.~~

62

63 Section 3. Management Responsibilities

64

65 It is the responsibility of management to:

66 A. **Subject to 2. D. above,** Ensure that employees who are transferred,
67 reassigned or otherwise relocated to a different local within the bargaining
68 unit remain on dues withholding. Within five working days, Management at

69 an employee's new work location will inform the appropriate Union Local
70 President that a bargaining unit employee has changed duty stations and the
71 location of the employee's prior duty station.

72 B. Process voluntary allotments of dues in accordance with this article. Dues
73 changes and SF-1187s or equivalent forms will be processed on a timely
74 basis. Input exceptions will be corrected and re-input at the earliest
75 practicable time.

76 C. Withhold employee dues on a biweekly basis.

77 D. Transmit electronic remittance(s) to the local allottee Union designated
78 account(s) identified by the in accordance with this article, together with the
79 following information that may be provided either on paper or electronically:

80 1. The name of each unit employee for whom a deduction is made
81 during that pay period and the amount withheld.

82 2. Identification of employee(s) for whom allotments have been
83 temporarily or permanently stopped and the reason(s) therefore.

84 E. Upon request from an employee, furnish and process SF-1188s or equivalent
85 in accordance with the terms and conditions specified on SF-1187s or
86 equivalent and this agreement. ~~Management will return SF-1188s or~~
87 ~~equivalent not timely filed.~~

88 F. Management will forward to the designated Union representative(s) copies of
89 processed SF-1188s or equivalent forms received directly from members.

90 G. ~~Management will furnish the designated Union official(s) with a copy of all~~

91 forms HHS-610 or equivalent.

92 H.G. SSA will provide each applicable the Union Local with a list of office SAC
 93 codes so that the Union can identify the work location(s) of its members.

94

95 **H. The agency has the discretion to automate the processes described in this**
 96 **article.**

97

98

99 Section 4. Effective Dates

100

101 Effective dates for dues withholding actions will be as follows:

102 **Action**

Effective Dates

103

104 A. Starting dues withholding Beginning of the first pay period after computer
 105 acceptance of HHS-610(s) or equivalent based on
 106 properly executed form SF-1187(s) or equivalent

107

108 B. Revocation by employee **All revocations (SF-1188 or equivalent)**
 109 **received prior to October 1st will be effective**
 110 **on the first full pay period after October 1st.**
 111 **Revocations received after October 1st will be**
 112 **held until the following October 1st.** ~~Revocations~~
 113 ~~by bargaining unit employees will be effective on~~

114 ~~the first full pay period following the employee's~~
115 ~~anniversary date after computer acceptance of~~
116 ~~HHS-610(s) based on properly executed forms~~
117 ~~SF-1188 or equivalent. To be effective, forms SF-~~
118 ~~1188 must be submitted no earlier than 30 days~~
119 ~~prior to an employee's anniversary date. The date~~
120 ~~management receives the SF-1188 is the~~
121 ~~controlling date for revocation requests. If~~
122 ~~management does not have the employee's~~
123 ~~original form SF-1187 to establish the anniversary~~
124 ~~date, the union will provide a copy from their files~~
125 ~~within 14 calendar days.~~

126
127 ~~If the Union does not have a copy, the employee's~~
128 ~~anniversary date shall be the first pay period that~~
129 ~~dues were actually withheld as determined by the~~
130 ~~Agency's records. Any form SF-1188 or~~
131 ~~equivalent received outside the 30-day timeframe~~
132 ~~will be returned. Forms SF-1187 must clearly~~
133 ~~indicate to the employee that the authorization will~~
134 ~~recycle on each anniversary date unless timely~~
135 ~~revocation is received.~~

136

137 ~~Beginning of the first pay period after computer~~
138 ~~acceptance of notification.~~

139

C. Termination due to loss of membership in good standing Beginning of the first pay period after computer acceptance of notification.

D. Termination due to ~~permanent~~ separation or movement to a position outside **the** unit of recognition Employees in this situation will be notified in writing that dues withholding will stop two pay periods after the effective date of the action and that employees paying union dues should contact AFGE regarding continuing dues payment through the discretionary allotment process.

E. Suspension due to temporary movement (as documented on an SF-50) to a position outside the unit of recognition 1. Employees in this situation will be notified in writing that dues withholding will stop two pay periods after the effective date of the action and that dues withholding will automatically resume the first pay period that the employee returns to a bargaining unit position.

2. However, an employee may request in writing

(on a form provided by the Agency) that dues withholding continue during the temporary movement outside the unit of recognition. The employee may later choose to suspend dues withholding at any time during the temporary movement to a position outside the unit of recognition.

- ~~3. If an employee's dues withholding anniversary date occurs during the period of temporary movement outside the unit of recognition, t~~ The employee can elect to terminate dues withholding in accordance with Section 4.B of this Article.

~~F. Termination of dues~~

~~withholding for non-bargaining unit employees on dues withholding as of the effective date of this agreement~~

~~All non-bargaining unit employees on dues withholding as of the effective date of this agreement will receive a written notice from management that their dues withholding will terminate 60 days from the date of the notice. Termination will take effect the first full pay period after the 60 days. The notice will also inform the employee that they should contact AFGE regarding~~

~~continuing membership through the discretionary allotment process.~~

~~The Agency will provide AFGE with a list of non-BU employees (including Local and duty location) paying union dues as of the effective date of this contract.~~

F G. Changes in dues amounts First full pay period after computer acceptance of the change unless a later date is specified by the Union.

G H. Transmittal of electronic remittance to Union. Normally, ten (10) working days from payday

140 Section 5. Disputed Eligibility

141

142 When the Employer determines a position subject to dues withholding is no longer
143 eligible for such deduction, the Union will be notified in writing. If the Federal Labor
144 Relations Authority determines that an employee who had authorized dues
145 withholding should not have been removed from the bargaining unit, the Agency will

- 146 reimburse the Union for all dues that should have been withheld during the period
147 the employee's position was in dispute.