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## Article 6

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### Dues Withholding

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#### Section 1. Payroll Deductions

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

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

15

16 The union dues will be paid electronically.

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#### Section 2. Union Responsibilities

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

23 B. The Union will forward any SF-1187, or its equivalent, timely and any SF-

24 1188 or equivalent memorandum, within 5 calendar days to the appropriate  
25 servicing personnel office when such forms or equivalent memoranda are  
26 submitted to the Union.

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

30 D. The Union agrees to inform the servicing personnel office of changes in the  
31 following:

32

33 1. The title and address of the individual local Union official  
34 responsible for certifying on each employee's authorization form the  
35 amount of dues to be withheld.

36 2. The title and address and/or payee of the individual local Union's  
37 electronic account.

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

44 ~~4. The name of any employee on dues withholding who transfers from~~  
45 ~~one local to another within the bargaining unit, any change in the~~

46 ~~local to receive dues deducted and any changes in the amount to~~  
47 ~~be deducted based on the transfer to a new local.~~

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

50 Dues withholding may be revoked by submitting a SF-1188 or its equivalent  
51 within 30 calendar day period prior to the anniversary date of signing  
52 indicated on the SF-1187 or its equivalent. If a request for revocation is not  
53 submitted within the timeframe cited above, the authorization will recycle for  
54 additional 1-year periods on each anniversary of the date a SF-1187 or its  
55 equivalent was signed.

56

### 57 **Section 3. Management Responsibilities**

58

59 It is the responsibility of management to:

60 A. Ensure that employees who are transferred, reassigned or otherwise  
61 relocated to a different local within the bargaining unit remain on dues  
62 withholding. Within five working days, Management at an employee's new  
63 work location will inform the appropriate Union Local President that a  
64 bargaining unit employee has changed duty stations and the location of the  
65 employee's prior duty station.

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

69 practicable time.

70 C. Withhold employee dues on a biweekly basis.

71 D. **The local Union may designate taped payment to AFGE National**

72 **Office or electronic remittances to the local designated account(s).**

73

74 Transmission of remittance(s) will occur **within ten (10) working days from**

75 **the end of the pay period** to the local allotted Union designated account(s)

76 identified by the Union in accordance with this article, together with **a Union**

77 **Dues Deduction Report with** the following information ~~that may~~ will be

78 provided either on paper or electronically:

79 1. The name of each unit employee for whom a deduction is made

80 during that pay period and the amount withheld.

81 2. Identification of employee(s) for whom allotments have been

82 temporarily or permanently stopped and the reason(s) therefore.

83

84 **If remittance is made directly to the National Office, a copy of the Union**

85 **Dues Deduction Report will be provided to the appropriate Council(s)**

86 **and a copy will be sent to the local Union covering only those**

87 **employees in that Local.**

88

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90 E. Upon request from an employee, furnish and process SF-1188s or equivalent



114 B. Revocation by employee

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

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

136 authorization will recycle on each anniversary  
137 date unless timely revocation is received.  
138  
139 Beginning of the first pay period after computer  
140 acceptance of notification.  
141  
142 C. Termination due to loss of Beginning of the first pay period after computer  
143 membership in good standing  
144  
145 D. Termination due to permanent Employees in this situation will be notified in  
146 separation or movement to a writing that dues withholding will **continue**  
147 position outside unit of ~~stop two pay periods after the effective date of~~  
148 recognition ~~the action~~ and that employees **may** paying  
149 ~~union dues should~~ contact AFGE regarding  
150 ~~continuing to stop~~ dues **withholding at any**  
151 **time.** ~~payment through the discretionary~~  
152 ~~allotment process.~~  
153  
E. Suspension due to temporary 4. Employees in this situation will be notified in  
movement (as documented on writing that dues withholding will **continue**  
an SF-50) to a position outside **unless they submit an SF-1188. The**  
the unit of recognition **employee can submit an SF-1188 at any**  
**time. When the employee returns to their**

**position of record, dues withholding will resume effective with the first pay period of the employee's return if they previously submitted an SF-1188. Subsequent termination of dues withholding can only be accomplished within the 30 day anniversary date window.** ~~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, 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.Changes in dues amounts

First full pay period after **the receipt of the notice** ~~computer acceptance~~ of the change

unless a later date is specified by the Union.

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

154 **Section 5. Disputed Eligibility**

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156 When the Employer ~~determines~~ **believes** a position subject to dues withholding is no  
157 longer eligible for such deduction, the Union will be notified in writing. **When a**  
158 **dispute arises concerning the bargaining unit status of an employee on dues**  
159 **withholding, dues withholding shall continue until the matter is resolved.** ~~If the~~  
160 ~~Federal Labor Relations Authority determines that an employee who had authorized~~  
161 ~~dues withholding should not have been removed from the bargaining unit, the~~  
162 ~~Agency will reimburse the Union for all dues that should have been withheld during~~  
163 ~~the period the employee's position was in dispute.~~

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