

## **APPENDIX I**

### **Dues Withholding**

#### Section I (Definitions)

A. Dues: The regular, periodic amount determined by the Union to be required of the member to maintain good standing in the Union. This amount is certified by the Union on the SF-1187 form and excludes special assessments, back dues, fines, and similar items not considered to be dues. A multi-level dues structure may be utilized.

B. SF-1187: Request and Authorization for Voluntary Allotment of Compensation for Payment of Employee Organization Dues.

C. SF-1188: Revocation of Voluntary Authorization for Allotment of Compensation for Payment of Employee Authorization Dues.

D. Payroll Office: National Finance Center, U.S. Department of Agriculture. Reference to the Payroll Office is not intended to make the Payroll Office a party to this contract. The Payroll Office is referenced solely for informational purposes.

E. Servicing Human Resources Office (SHRO): The Human Resources office located in the appropriate Administrative Center.

#### Section II (Eligible Employees)

To be eligible to make a voluntary allotment for the payment of Union dues, an employee must:

A. Be in the Unit covered by this Agreement;

B. Be a member in good standing with the Union;

C. Have a regular net salary, after other legal and required deductions, sufficient to cover the amount of the authorized allotment for dues; and

D. Request the allotment on the prescribed form (SF-1187) which has been certified by the authorized Union official.

### Section III (Responsibilities of the Union)

The Union shall:

- A. Inform and educate its members on the voluntary nature of the dues allotment program, including conditions governing revocation of allotments;
- B. Purchase and distribute the SF-1187 Form to its members;
- C. Certify on the SF-1187 Form the amount of dues to be withheld each biweekly pay period, and identify the Local to receive the dues deductions;
- D. Promptly forward completed SF-1187 forms to the appropriate Servicing Human Resources Office;
- E. Furnish written notification to the Servicing Human Resources Office concerning the names and titles of Local Union officials authorized to certify the SF-1187 form; and
- F. Provide the appropriate Servicing Human Resources Office with written notification concerning:
  - 1. Changes in the amount of Union dues;
  - 2. 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 of such determination; and
  - 3. The name of any employee on checkoff who transfers from one Local to another; any change in the Local which receives dues deducted from check; and any change in the amount to be deducted occasioned by the transfer to a new Local.
- G. In Sectors where there is more than one Local, each Local in a Sector shall have the right to process SF-1187=s.

### Section IV (Responsibilities of the Employer)

The employer shall:

- A. Screen each Form SF-1187 at the Servicing Human Resources Office to ensure that only eligible employees are on the dues withholding listing. The Servicing Human

Resources Office will also screen each promotion action to remove employees who are promoted or transferred out of the unit.

B. Receive in the appropriate Servicing Human Resources Office the SF-1187 form from the Union; certify on the SF-1187 form that the employee is a member of the bargaining unit; stipulate the bargaining group the employee is a member of by certifying the appropriate group in the upper right-hand corner of the SF-1187; and promptly forward the SF-1187 Form to the Payroll Office for processing.

#### Section V (Procedures)

It is agreed that the following procedures will govern the voluntary allotment of dues:

A. Withholding of Dues.

1. Upon receipt of a properly completed SF-1187 form from the Servicing Human Resources Office, the Payroll Office shall arrange to withhold the Union dues in accordance with existing pay periods (26 biweekly periods) and procedures under which employees are regularly compensated.

2. The dues deduction will be effective as soon as possible, but in no case will be later than two (2) full pay periods following receipt of the SF-1187 Form by the Payroll Office.

3. Employees who meet the eligibility requirements for dues withholding (stated in Section II) 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; PROVIDED, that this Agreement does not necessitate any change being made to their current allotment.

B. Changes in Dues.

1. The amount of dues certified on the original allotment form (SF-1187) will remain unchanged until an authorized Union official provides written certification to the Servicing Human Resources Office that the amount of dues has changed. New SF-1187 forms will not be required.

2. Changes in the amount of the allotment due to changes in the amount of Union dues will not be made more than once every twelve (12) months.

3. Changes in the amount deducted for Union dues will be effective as soon as possible.

C. Termination of Allotments.

1. Automatically:

a. Upon loss of exclusive recognition by the Union, effective at the beginning of the first full pay period after such loss of recognition;

b. When the dues withholding agreement is terminated;

c. When an employee ceases to be eligible for inclusion in the Union in good standing, effective with the first complete pay period after receipt by the Payroll Office of written notice from the authorized Union official.

2. Voluntarily:

a. An employee may submit a written request, SF-1188, for the revocation of an allotment at any time. He or she may submit the request,

in duplicate, to the Servicing Human Resources Office. Revocations will be effective the first full pay period following September 1, if the request is received in the Servicing Human Resources Office by September 1, or at one year after signing up for dues withholding.

b. Revocations by employees shall be in duplicate, preferably on the SF-1188 form, and shall be forwarded by the employee to the Servicing Human Resources Office. The Servicing Human Resources Office will forward the original to the Payroll Office for payroll records and the carbon shall be returned to the Union Local address provided on the SF-1188.