

Article XX: Dues Deductions

Section 1. Withholding

As authorized by Title 5 United States Code (U.S.C.) § 7115, employees may 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. Dues Withholding

The Agency's payroll/HR system provider allows for electronic distribution of an employee's allotment to AFGE National (Washington D.C.). The amounts may vary from local to local as well as within a local.

A sortable labor movement report of employees whose allotments are terminated or temporarily suspended citing Nature of Action Code shall be provided to the Union biweekly.

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. Forms: Provide form SF-1187, Request and Payroll Deduction for Labor Organization Dues to employees;
- C. SF-1187: State on the SF-1187 the allotment amount to be withheld each bi-weekly pay period;
- D. SF-1187's: Promptly sign and forward properly completed SF-1187 forms to the Human Resources Office for submission to the payroll office;

- E. Authorized Union Officials: Pursuant to the Recognition and Unit Description Article of this Agreement, AFGE will identify the Union officials authorized to sign the form SF-1187 on the AFGE Council 238 President's submittal to the Agency listing representatives for the Council. Updates to the authorized Union officials will be provided throughout the year as necessary.
- F. Notice to Agency of Changes: Provide the Agency's payroll office, via the Human Resources Office, 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. The amount of dues withheld cannot be changed more than once per year.
 - (2) Any change in the bank routing number and/or account number used by the Union for the receipt of dues allotments.
 - (3) The name of any employee who has been expelled or ceased to be a member in good standing with the Union within 15 calendar days of the date of final determination.

Section 5. Agency Responsibilities

The Agency agrees to:

- A. Withhold dues on a bi-weekly basis, at no charge to the Union;
- B. Within ten (10) days of the close of each pay period, transmit employee dues withholdings to the bank account designated by the Union.
- C. Promptly forward to the designated Union officials copies of SF-1188s received directly from Union members before processing;
- D. The Agency will neither encourage nor discourage union membership; it will not interfere with employees' right to pay, withhold or revoke union dues
- E. Changes in the amount of Union allotments will be made by the Agency no later than 60 days from receipt of request to change.
- F. For each transmittal of dues withholdings, the Agency will provide a dues withholding report that contains a sortable listing of employees, the allotment withheld from each employee, and the total allotment and total number of employees that had dues withheld.

Section 6. Processing Steps to Effect Allotment Withholding

Bargaining unit members, who decide to join the Union, may have their dues, fees and assessments, known collectively as allotments, withheld by payroll deduction by properly completing a form SF-1187 and submitting it to officials designated by the Union. These Union officials will sign the form and include the amount of allotment to be withheld. The Union will forward the signed form SF-1187 to the Agency Human Resources Office 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. As required by 5 U.S.C. § 7115(a), employees may not revoke their dues withholding for at least one (1) year after the first deduction.
- B. Employees may submit to the Human Resources Office a SF-1188, "Cancellation of Payroll Deductions For Labor Organization Dues" to cancel dues at any time after their first anniversary date.
- C. "Anniversary date" means the documented date of the first deduction of union dues via payroll deduction.
- D. If the employee believes the anniversary date of record is in error and they have such evidence (i.e., earnings and leave statement, etc.), they should attach it to any SF 1188 submitted to the Human Resource Office.

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 their 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 normally responsible for additional dues withholding when/if an employee returns from a non-pay status. The only exception is in the case of a furlough where employees later receive backpay. In that case, the Agency will calculate and retroactively collect any Union dues which would have been paid during the furlough period.

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.

Section 10. Continuation of Existing Agreements. -

Employees who have a current dues withholding agreement in effect on the date this Agreement is effective need not execute a new SF 1187 to come under the provisions of this Agreement.

FOR THE UNION

FOR THE AGENCY

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