

Compensation and Related Benefits**SALARY DEDUCTIONS--EMPLOYEE ORGANIZATIONS**

- I. On or before July 1 of each year, the Assistant Superintendent, Office of Personnel, shall contact each employee organization which has made a formal request for payroll dues deductions before July 1 of the same year and shall ascertain:
 - A. Whether or not the organization desires to make use of payroll dues deductions for the next contract year;
 - B. The amount of each deduction to be made (to be not less than \$1.00 and not more than \$99.00);
 - C. The number of deductions required during that contract year for each employee (this may be fixed number from 1 to 26);
 - D. A schedule for taking dues deductions shall be submitted no later than September 1 or July 1 as applicable by the organization and approved by the Assistant Superintendent, Office of Personnel.
- II. The Assistant Superintendent, Office of Personnel, shall then prepare and provide the Payroll Section a letter to all employees explaining the payroll dues deduction program for that year and the rights and privileges of each employee relative to organizational membership and payroll dues deductions.
- III. The Assistant Superintendent, Office of Personnel shall also provide the information listed in I. above to the Executive Director, Division of Financial Management and to the Executive Director, Division of Management Information Systems, no later than September 10.
- IV. The Assistant Superintendent, Office of Personnel shall request from each organization the information required on the deduction card as follows:
 - A. Work location;
 - B. Employee number;
 - C. Payroll code;
 - D. Name of employee;

- E. Name of organization;
 - F. Amount of dues or authorization to deduct whatever dues are assessed;
 - G. A statement that the organization represents the employee for collective bargaining. This item does not apply to those organizations not engaging in collective bargaining;
 - H. A statement that the School Board shall be absolved of any and all liability resulting from the collection of authorized dues.
- V. Each organization shall be required to submit completed and correct payroll deduction authorization cards, including the manual signature of the employee, to the Supervisor, Payroll Section, at least three weeks before the initial deduction is to be made.
- VI. The authorization cards shall be retained on file in the Payroll Section.
- VII. Any employee desiring to change or revoke the dues deduction authorization must submit a request for such change or revocation to the appropriate employee organization at least 60 days prior to the effective date of such change. At no time shall an organization present to the Supervisor, Payroll Section, a requested change which cannot be implemented.
- VIII. Each organization shall be responsible for the collection of any arrears due the organization.
- IX. The School Board shall be absolved of any and all liability resulting from the collection of authorized dues.
- X. All deduction rosters and allied reports shall be produced and provided as established in current procedures.
- XI. The charges for payroll deduction will be made as follows:
- A. An initial fixed amount of \$200 will be charged to each organization qualified and wishing to participate in payroll deductions. This charge will be made only upon the initial enrollment of the organization. If the organization discontinues use of payroll deduction and if at a later date the organization wishes to use payroll deduction again, the \$200 charge will be levied.
 - B. An amount of 72 cents per deduction will be charged each organization. This charge shall be effective at the beginning of

each fiscal or school year.

- C. Arrangements for billing the organizations will be determined by the Payroll Section.

Specific Authority: 230.22(2) F.S.

Law Implemented, Interpreted, or Made Specific: 230.22(5); 447.303 F.S.

History: THE SCHOOL BOARD OF DADE COUNTY, FLORIDA

Repromulgated: 12-11-74