

## ARTICLE VI -- DUES DEDUCTION

- A. The School Board shall provide, at no cost to DCSAA, services of payroll deduction of dues and uniform assessments. The School Board shall collect and transmit such monies as are sufficient to provide for the full payment of membership dues or assessment, pursuant to the terms and conditions contained in the dues authorization contract signed by members of DCSAA.
- B. Whenever there is a change in regular dues, DCSAA, Local 77 shall notify the Chief Financial Officer on or before July 1 of each year regarding:
  - 1. The amount of each Union dues deduction to be made; and
  - 2. The number of deductions required during that contract year.

If there is no change in the dues amounts, the School Board will continue to deduct dues based upon the previous year's deductions.
- C. The School Board shall be absolved of any and all liability resulting from the collection of authorized Union dues.
- D. The Union shall provide M-DCPS a sample of its proposed Dues Deduction Card, which includes a statement that the School Board shall be absolved of any and all liability resulting from the collection of authorized dues. Any modification of the current form shall be provided to the School Board in advance of its use.
- E. The Union will be provided a deduction register following each pay period.
- F. DCSAA shall be required to submit completed and correct payroll deduction authorization cards, including the manual signature of the employee, to the Payroll Department at least seven days before the initial deduction is to be made.
- G. The authorization cards shall be retained on file in the Payroll Department as long as DCSAA is the certified bargaining agent of the unit. Payroll deduction authorization, for employees who are on School Board approved leave, will be restored upon their return to an active employment status.
- H. Any employee in the unit desiring to revoke his/her dues deduction authorization must submit a request for such revocation to DCSAA and the School Board at least 30 days prior to the effective date of such action.
- I. DCSAA shall be responsible for the collection of any dues in arrears.
- J. The School Board will process dues deduction authorization forms submitted after the date necessary for the full deduction for the amount that can be deducted for the remainder of the fiscal year.