

ARTICLE 4  
DUES DEDUCTION

**Section 1.** Upon written request on a form to be provided by the Union, members of the Union may have regular monthly dues deducted from their paychecks. The form and any changes to it will be sent to the University for review. Final versions of the form will be determined by the Union. The Union will notify the University no later than the 15<sup>th</sup> of the month prior to the month in which any changes in regular monthly dues rate are to take effect. Prior to a vote, the Union shall apprise the University about proposed changes to their dues that impact, for example, amount, structure, and collection. The University will notify the Union if the proposed changes cannot be implemented due to any of the following factors:

- a) are unduly burdensome on systems (information technology, payroll, or HR),
- b) require regular or repeated manual input, and/or
- c) violate University policy.

The University will then propose alternate options to meet the Union's needs that are compliant with the factors listed above. If the Union votes on a dues change that cannot be implemented due to any of the above factors, the University can decline the changes and continue to deduct under the current structure. If the University declines changes, the Union has the right to directly bill members to carry out its dues change.

**Section 2.** Changes in the membership list shall be provided to the University by the Union at the earliest possible time after the GE indicates that a change in membership status is desired. Notification of a change in status received directly by the University from a GE is void. The Union shall forward promptly notice of such changes to the University and shall hold harmless the University from any liability for the Union's failure to so notify. If cancellation notice is given by the member directly to the University, the University shall notify the Union promptly that such cancellation has been made.

**Section 3.** The University will, in the month following the deduction, send payment to the Union for the total amount so deducted accompanied by a listing identifying the members for whom the deductions are being paid.

**Section 4.** GEs who are Union members and who, for any reason, temporarily discontinue their status as a GE with the University shall, upon their return to University employment as a GE, be reinstated as members of the GE Union following notice provided by the Union to the University.

The University, upon written authorization from the GE, will deduct voluntary contributions to the Union's COPE fund from the GE's monthly paychecks. The amount to be deducted shall be that amount designated by the GE in a voluntary written authorization. This amount is to be a continuing monthly deduction until such time as the GE requests cancellation of the COPE deduction in writing. A GE whose status as an employee is temporarily discontinued (excluding summer term), shall, upon return to University employment, complete a new COPE authorization form. The sum of all monies so deducted shall be remitted to the Union in the

46 month following the deduction, together with a list of employees from whom the voluntary  
47 contributions were deducted and the amount deducted from each.

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49 **Section 5.** The Union agrees to accept listings referenced in this Article in a format which is  
50 readily available to University Administration. Should the University encounter additional costs  
51 attributable to a change in structural reprogramming, that expense shall be borne equally by the  
52 University and the Union. Such changes may only be requested once during the contract period.

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54 **Section 6.** The Union shall indemnify and hold the University harmless from all actions taken by  
55 the University in compliance with this Article.

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57 **Section 7.** The Union shall maintain documentation of Union membership for each employee  
58 who has authorized the University to deduct dues to be remitted to the Union. The  
59 documentation must include a signed membership or dues authorization card or other clear and  
60 compelling evidence that the employee has affirmatively agreed to have dues deducted by the  
61 University. By [Date], the Union shall provide digital copies of all existing signed membership  
62 or dues authorization cards to the University. Each academic term the Union shall provide to the  
63 University digital copies of all new membership cards received for that term. The Union shall  
64 notify the University immediately when a member withdraws from Union membership or  
65 revokes authorization for dues deduction.