

ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

SALARY DEDUCTION OF LABOR UNION DUES POLICY

Employees may have voluntary labor union dues deducted from their salary for only those organizations which have met and continue to meet the following criteria:

- The labor organization must meet the requirements established by the Internal Revenue Service Code section 501(c) (5) to be considered for dues deduction by the district.
- Any employee group wishing to have voluntary dues deduction must make a request to CMCSS Payroll Office to be added to the dues deductions list.
- The request must include a list of the positions which defines the scope of the requesting employee group and proof of at least ten percent (10%) of the employee group's total population, which desires dues deduction to a specific qualifying labor organization.
- The roster of employees offered as proof of 10% must be accompanied by Deduction Request forms completed and signed by each employee listed.

Associated Documents: Internal Revenue Service Code Section 501(c)(5)

Associated Forms: CMCSS Application for Payroll Deduction of Labor Union Dues ([PAY-F014](#))
CMCSS Request for Payroll Deduction of Labor Union Dues ([PAY-F015](#))

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
10/17/06		Initial Release
11/13/06	B	Add Associated Forms
7/01/11	C	Changed "classified employees" to "Employees" in first sentence. Deleted Certified Employees section. Deleted reference to Memorandum of Agreement and TCA Sections 49-5-601 through 49-5-613.

***** End of Policy *****