

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

Classified Employees: Classified 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.

Certified Employees: CMCEA is currently the sole labor organization representing the certified employee group. This employee group and their rights are defined by TCA Sections 49-5-601 through 49-5-613. The Memorandum of Agreement contractually prohibits employees in the defined unit from having dues deducted from their salary to any other labor organization.

Associated Documents: Memorandum of Agreement
TCA Sections 49-5-601 through 49-5-613
Internal Revenue Service

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	A	Add Associated Forms

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