



Department: Business Affairs
Policy Number: PAY-A003
Effective Date: 10/17/06

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 employee classification which defines the scope of the requesting employee group.

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

Associated Forms: NONE

Revision History:

Note: Policy is part of the Memorandum of Understanding and may not be revised without collaborative conferencing pursuant to TCA 49-5-608.

<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.
7/24/13	D	Add Note statement to Revision History
5/13/15	E	Remove 10% requirement. Remove Pay-F014 and PAY-F015 (obsolete forms)

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