

## Article 5: Professional Dues, Fair Share Service Fees, and Payroll Deductions

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- 5.01 PAYROLL DEDUCTIONS FOR AFA DUES:** AFA may submit on behalf of members a signed Dues Deduction Authorization Form to the Payroll office. Any employee who is a member of AFA, or who has applied for membership, may sign and deliver to the District Payroll Office a Dues Authorization Form to authorize deduction of dues. Such authorization shall continue in effect until withdrawn in writing by the unit member. Pursuant to such authorization, the District shall deduct the monthly portion of current dues from the salary check of probationary, temporary, regular and adjunct faculty members each pay period.
- 5.02 PAYROLL DEDUCTIONS FOR FAIR SHARE SERVICE FEE:** The District shall deduct the monthly portion of the current Fair Share Service Fee from the salary check of probationary, temporary, regular, and adjunct faculty for each pay period. In the case that a faculty member is employed in multiple payroll categories, and salary check deduction is not possible, an invoice will be submitted to the faculty member for direct payment.
- 5.03 CHANGES IN DUES AND FEES:** AFA agrees to provide the District with thirty (30) days advance notice of any change in dues or Fair Share Service Fee structure following notification of such changes to the AFA membership and fee payers.
- 5.04 REMITTANCE OF DUES AND FEES:** With respect to all authorized sums deducted by the District for membership dues and Fair Share Service Fees, the District agrees to promptly remit such moneys to AFA accompanied by an alphabetical list of employees for whom such deductions have been made.
- 5.05 AGREEMENT TO FURNISH INFORMATION:** AFA agrees to furnish any information needed by the District to fulfill the provisions of this Article.
- 5.06 VOLUNTARY DEDUCTIONS:** Upon appropriate written authorization from a unit member, the District shall deduct from the salary of that unit member and make appropriate remittance for approved voluntary deductions, such as: annuities, credit union, Cafeteria 125 Plan (calendar year), payment for additional insurance coverage, savings bonds, charitable donations, or any other plan or programs for which the unit member is eligible. Such authorization shall remain in effect until withdrawn in writing by the unit member.

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