

NOTICE TO EMPLOYEES REGARDING PROCESS FOR VOLUNTARY DUES DEDUCTIONS:

Following is information related to voluntary union dues deductions. ***This information is relevant only to employees represented by the certified unions listed below under “Who is Eligible “.***

On Friday, March 30, the U.S. District Court published a decision regarding certain provisions of Wisconsin Act 10. The decision requires the State to establish a process for the voluntary deduction of union dues from employee paychecks. The Court set a deadline of May 31, 2012, to comply. On April 27, the Court stayed its decision as it applies to non-certified bargaining units. On May 18, the Court clarified its previous order as it relates to the period of time to which an employee must commit when authorizing voluntary dues deductions.

Payment of Voluntary Union Dues: Payment of union dues is strictly voluntary, therefore, at their discretion, employees may ***opt in*** to deductions at any time. Opt in forms to start voluntary dues deductions submitted by the first Friday of a pay period will be effective in the same pay period. Except as specified in the “Note,” below, employees may ***opt out*** of dues deductions only as follows:

Dues deductions will begin on the first payroll period following submittal of the *Authorization for Voluntary Deduction of Union Dues* form to the appropriate payroll office and will continue for one year from that date, and will thereafter continue for successive periods of one year unless at least thirty days but not more than one hundred and twenty days prior to the end of any year of its life, the employee gives written notice of termination to the employer and to the applicable union.

For example, if the form is signed on July 1, 2012, it will be effective for one year and be automatically renewed on July 1, 2013, unless between the dates of March 3, 2013 (120 days before July 1) and June 1, 2013 (30 days before July 1), the employee provides a written notice of termination, which can be accomplished by submitting a *Revocation of Voluntary Deduction of Union Dues* form.

Note: Employees who submitted the original version of the *Authorization/Revocation for Voluntary Deduction of Union Dues* form (for dues deductions beginning with paychecks dated May 31, 2012), which stated that employees could opt out of deductions at any time, will retain that ability. In this case, *Revocation of Voluntary Deduction of Union Dues* forms submitted by the first Friday of a pay period will be effective in the same pay period.

Who is Eligible: Employees represented by one of the following certified unions may submit an authorization form to have union dues voluntarily deducted from their paychecks:

- Association of State Prosecutors (ASP)
- Professional Employees in Research, Statistics & Analysis (PERSA)
- Service Employees International Union Healthcare Wisconsin (SEIU)
- Trades
- Wisconsin Education Association Council (WEAC)
- Wisconsin State Attorneys Association (WSAA)

Signing Up for Voluntary Dues Deductions: To sign up for voluntary dues deductions, the form entitled *Authorization for Voluntary Deduction of Union Dues* must be completed and signed. Employees may submit completed authorization forms to either their agency/institution payroll office or their local union. Submission of this signed form is ***required*** to start voluntary dues deductions. Submission of a signed *Revocation of Voluntary Deduction of Union Dues* form, within the qualifying time period, is ***required*** to stop deduction of union dues. These forms may be found on the Office of State Employment Relations (OSER) website at the following link: [Authorization and Revocation Forms](#)

Union Dues Amounts & Local Union Descriptions: Documents providing union dues amounts and frequency of deductions (e.g., biweekly or monthly), as well as a description of union locals may be found on OSER’s website at the following link: [Union Dues Amounts & Locals](#)

These documents may be utilized by employees who are uncertain as to what union/local they are covered under or to learn what dues amount and deduction schedule would apply if they sign up for voluntary dues deductions.

Referral of Questions: Questions regarding how to sign up to start or stop voluntary dues deductions, or the effective date thereof, should be directed to the employee’s agency/institution payroll office.