

ARTICLE 14

PAYROLL, DEDUCTIONS, UNION DUES AND ASSESSMENTS

A. PAY PERIODS AND DISTRIBUTION

Pay periods are established by the University. Effective January 1, 2008, normal payroll distribution methods shall include the additional options of direct deposit or payroll debit cards. Election to the alternative methods is encouraged by both parties. Beginning the first full payroll in January 2008, pay vouchers will only be available online and will not be mailed via postal services. The University will provide assistance to an employee to obtain this voucher, if necessary. Upon the availability of electronic W-2s, the University will extend this service to all employees.

B. DEDUCTIONS - LEGALLY REQUIRED

The University shall deduct from the employee's pay all deductions required by federal, state, or local law.

C. DEDUCTIONS - INDIVIDUAL ELECTIVE

1. The University may continue, as long as administratively feasible, to make available to interested employees payroll deduction programs, as well as any other programs which the University may endorse.
2. The University shall not be obligated to pay annuity premiums or other deductions after the termination of an individual's employment. Neither the Board of Trustees nor any official of the University makes any representation regarding the advisability or appropriateness of the annuity arrangement for any particular employee and accepts no responsibility for the tax consequences of the procedure authorized.

D. UNION DUES AND ASSESSMENTS

1. The University agrees to make monthly union dues deductions which shall be made each payroll period, from the pay of bargaining unit members who are in an active pay status and who are members of the Union, upon receipt of individually signed authorization forms which are acceptable to the University.
2. The University will pay the Union the amounts which are deducted no later than ten (10) days after the end of the preceding month during which deductions were made. Dues deduction will begin as soon as possible after receipt of the signed authorization form and in accordance with the University's normal payroll procedures.
3. The University will deduct upon hire, as a condition of employment, a fair share fee from employees in the bargaining unit who are not members of the Union. The fair share fee shall be equal to the established dues required of a union member.
4. When earnings are insufficient to cover deductions of dues after other essential deductions have been made, the dues shall be deducted from the next pay period in which there are sufficient earnings.

5. Once per month, the Human Resources Department will transmit to the Union Secretary/Treasurer, or authorized agent, a payment of dues and fair share fees deducted for each bargaining unit employee.
6. The University will provide the Union, on a monthly basis, the following information: A list which will include the names of all bargaining unit employees, University ID numbers, hourly wage rates, and the dollar amount deducted for the month.

E. INDEMNIFICATION FOR UNION DUES AND ASSESSMENTS

The Union shall indemnify the University against any and all claims, demands, suits, or other forms of liability that shall arise out of or by reason of action taken or not taken by the University for the purpose of complying with the provisions of this Article.