Section VII. Employee Representative

This section applies only to full-time regular classified non-exempt staff, classified exempt staff, and faculty.

A. Employment Opportunity, Americans with Disabilities Act, Non-Discrimination and Anti-Harassment (including Sexual Harassment) BP-1501

ACES, AFSCME and PCCEA are committed to conducting all business with the College, and its representation duties and responsibilities with their members, in a manner that is fully consistent with Board Policy 1501 and other College policies and regulations.

B. Dues Deduction

Authorization: Any staff member of the employee representative group or an employee representative group representative may deliver to the Employee Service Center (Payroll Office) a signed authorization for payroll deduction of employee representative group dues. Fulltime regular faculty employees wishing to participate in the College’s recognized employee representative group must provide written or electronic authorization annually to the Employee Service Center for payroll deductions for employee group membership benefits and dues.

Regular Deduction: Pursuant to a deduction authorization, the Employee Service Center (Payroll Office) shall deduct a portion of total dues from the regular salary check of the member each pay period, beginning with the check following receipt of the deduction authorization. The total deduction shall be divided equally among each of the pay periods.

Cancellation: For AFSCME and ACES dues, such authorization shall continue in effect from year to year unless revoked in writing in accordance with applicable employee group procedures. A faculty member wishing to cancel his/her dues deduction authorization may do so at any time by notifying the Employee Service Center (Payroll Office).

Termination: When any member terminates employment, the Employee Service Center (Payroll Office) shall notify the employee representative group representative of the amount of dues paid on the final paycheck by including the name and amount on the dues deduction listing.

Transmission of Dues: By the fifth work day following the payroll date, the Employee Service Center (Payroll Office) shall transmit to the employee representative group representative, a check for the payroll deduction for dues and a listing of the members for whom deductions were made.