

Phase 1

Job Aid for Management

Fair Share

Action	
All Fair Share Fee cards shall be submitted to the State Personnel Office, Labor Relations Division at Labor.relations@state.nm.us or mailed to 2600 Cerrillos Road, Santa Fe, NM 87505.	
If the Agency receives any voluntary payroll deduction authorization cards for Fair Share Fees, please ensure they are stamped, dated, initialed on each membership card upon arrival identifying the membership card was received, and then submitted to the Labor Relations Division at Labor.relations@state.nm.us .	
The Labor Relations Division will insert the members Fair Share Fees into payroll; make a copy of the Fair Share Fees card, process the card, and email a copy of the card to the Union and Agency.	
The Agency shall maintain a copy of the Fair Share Fees card in the employee's personnel file.	
<p><u>CWA - Article 3 - Section 2:</u> Employees who are required to make "fair share" payments may do so by voluntary payroll deduction authorization, which may be revoked at any time. <u>Authorizations and revocations shall be submitted in writing by the employee to Agency Human Resources offices.</u> Upon receipt the Agency HR offices shall send the Union a copy of such forms. The Employer will forward the monies so deducted to the Union together with a list of bargaining unit employees from whose wages such monies were deducted.</p>	<p><u>AFSCME - Article 11 - Section 2:</u> Employees who are required to make "fair share" payments may do so by voluntary payroll deduction authorization which may be revoked at any time. Authorizations and revocations shall be submitted in writing by the employee as follows:</p> <ol style="list-style-type: none"> A. <u>All Fair Share cards shall be submitted to the AFSCME union hall at 1202 Pennsylvania NE, Albuquerque, NM 87110, or to the employee's respective Agency HR office.</u> B. AFSCME Council 18 or the Agency shall stamp, date and initial each Fair Share card upon arrival identifying the Fair Share card was received. Each party shall make a copy of the Fair Share card, process the card and mail or fax a copy of the card to the other party. C. The Agency shall maintain a copy of the Fair Share card in the employee's personnel file. D. The Employer will forward the monies so deducted to the Union together with a list of bargaining unit members from whose wages such monies were deducted. E. The Employer shall deduct from bargaining unit members' wages for "fair share" only that amount of money which the Union has certified in writing is the correct amount of semimonthly "fair share" payments.