

Phase 1

Job Aid for Management

Union Membership Dues

Action	
All membership 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 Union membership dues, 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 Union Dues into payroll; make a copy of the membership card, process the card, and email a copy of the card to the Union and Agency.	
The Agency shall maintain a copy of the membership card in the employee's personnel file.	
<p><u>CWA - Article 4 - Dues Deductions. Section 1a.</u> The Employer will honor voluntary uniform Union membership dues deduction authorizations. The amount of the dues shall be certified in writing and shall not include special assessments, penalties, or fines of any type.</p> <p>The Employer will begin all voluntary deductions promptly after receiving stamped authorization cards from the Union in a time frame consistent with other employee payroll deductions. <u>Upon receipt, the Agency HR offices will file authorization cards in the employee file.</u> Authorizations and revocations shall be submitted in writing by the employee to Agency HR offices. <u>Upon receipt the Agency HR offices shall send the Union a copy of such forms.</u></p>	<p><u>AFSCME - Article 10 – Deductions. Section 2.</u></p> <p>All money deducted from wages under this Article shall be remitted to the Union and the Union's Political Action Committee (PEOPLE) promptly after the pay day covering the pay period of deduction.</p> <p>A. If an employee has insufficient earnings for the pay period, no dues or other deduction will be made for that employee for that pay period.</p> <p>B. <u>The Employer shall provide the Union with a list of the names of each of the employees from whom the Employer is making deductions under this Article and the amount deducted.</u></p> <p>C. This listing may be made available in an electronic format.</p> <p>D. The Union shall certify to the Employer, in writing, by a duly authorized officer, the amount per pay period to be deducted for Union membership dues under deduction authorizations.</p> <p>E. An employee shall specify the amount, if any, of additional authorizations for the PEOPLE program.</p>