

DUES DEDUCTION

Section 1. Upon written request, on a form to be provided by the Union, members of the Union may have regular monthly dues deducted from their paychecks. Final versions of the form will be determined by the Union after approval by the University. The Union will notify the University no later than the 15th of the month prior to the month in which any changes in regular monthly dues rate are to take effect.

Section 2. Changes in the membership list shall be provided to the University by the Union at the earliest possible time after the member indicates that a change in membership status is desired. The Union shall forward promptly notice of such changes to the University and shall hold harmless the University from any liability for the Union's failure to so notify. If a cancellation notice is given by the member directly to the University, the University shall notify the Union promptly that such cancellation has been made. Cancellation notices given by the member directly to the University are invalid.

Section 3. The University will send payment to the Union for the total amount deducted with a list identifying the members from whom the deductions are taken, the type of deduction, and the amount deducted within fourteen (14) days of the deduction being made.

Section 4. The Union shall maintain documentation of Union membership for each employee who has authorized the University to deduct dues to be remitted to the Union. The documentation must include a signed membership or dues authorization card or other clear and compelling evidence that the employee has affirmatively agreed to have dues deducted by the University. The Union shall provide digital copies of all existing signed membership or dues authorization cards to the University. Each academic term the Union shall provide to the University digital copies of all new membership cards received for that term. The Union shall notify the University immediately when a member withdraws from Union membership or revokes authorization for dues deduction.

Section 5. Voluntary Community Action Program (VCAP). Upon presentation of a legibly signed authorization form executed by a member, the University agrees to take a voluntary deduction for the UAW Voluntary Community Action Program (VCAP). The final version of the authorization form must be mutually agreed upon by the parties. UOSW will verify the employee is an active dues paying member prior to submitting the VCAP authorization form to the University. An employee may discontinue the VCAP deductions at any time upon written notification to UOSW. Cancellation notices given by the member directly to the University are invalid. The University will update VCAP deductions within one pay period of receipt of request. VCAP collections will be remitted to the UOSW along with the collected regular monthly dues contemplated in Section 1 above.

Section 6. The Union shall hold harmless and completely absolve the University for any liability related to errors contained in the submission of its electronic list of employees' electronic, telephonic, or written authorizations for dues, assessments, and/or contributions, or dues cancellation.