

# SYSTEM REGULATION

## **31.01.06 State Employee Organization Membership Fees**

*April 24, 1996*

*Supplements System Policy 31.01*

### 1. GENERAL

- 1.1 If requested by a state agency employee, state agencies are required to make payroll deductions for payment of employee membership fees in eligible state employee organizations.
- 1.2 Participation by System employees in state employee organizations is voluntary and will not affect the employment status of any employee choosing to participate. However, Chapter 617 of the Texas Government Code prohibits System officials from entering into collective bargaining contracts with labor organizations representing public employees and from recognizing labor organizations as bargaining agents for such groups.

### 2. DEFINITIONS

- 2.1 System employee - an employee of the System, including a part-time employee, an hourly employee, a temporary employee, or a combination of the preceding.
- 2.2 State employee organization - an association, union, or other organization that advocates the interests of state employees concerning grievances, compensation, hours of work, or other conditions or benefits of employment.
- 2.3 Eligible organization - a state employee organization approved by and in good standing with the State Comptroller, in accordance with the law.
- 2.4 Membership fee - the dues or fee that a state employee organization requires a state employee to pay to maintain membership in the organization.
- 2.5 Salary or wages - base salary or wages, longevity pay, or hazardous duty pay.

### 3. PROCEDURES

- 3.1 A System employee may authorize one or more monthly deductions from the employee's salary or wages to pay membership fees to eligible organizations. Under certain conditions, the fees may be paid directly to a chapter or other subordinate unit of the eligible organization.

- 3.1.1 If the employee receives salary or wages on the first working day of the month, then the deductions must be made from that salary or wages. If the employee does not receive a payment of salary or wages on the first working day of the month, then the employer may designate the payment from which the deduction will be made.
  - 3.1.2 The authorized deductions may be made only once each month.
  - 3.1.3 Each authorized deduction must be calculated so that the total annual fee to be paid is spread evenly over 12 monthly deductions or over the months the employee will be paid. The eligible organization is responsible for calculating the deduction amount and for instructing the employee about how to enter the current amount on the form.
- 3.2 Authorization Forms
- 3.2.1 An eligible organization may provide authorization forms to employees for enrollment in the organization. Within 15 calendar days after receiving the completed forms from the employees, the eligible organization will present the completed forms to the employing agency.
  - 3.2.2 At any time, an employee may authorize a change in the amount to be deducted by properly completing an authorization form and submitting the form to the affected eligible organization.
  - 3.2.3 An employee may authorize an automatic change in the amount of the deduction if the eligible organization makes a change in the amount of membership fees. If such a change is made by the eligible organization, the organization must notify the State Comptroller at least 60 calendar days before the first working day of a month for which the change is to be effective.
  - 3.2.4 A separate authorization form will be used for cancellation of the deduction. The employee may cancel at any time by using the form or by sending a letter of cancellation directly to the employing agency.
- 3.3 In order for a deduction to be effective for the month designated by the employee, the form must be received by the agency by the first of the month. If the form is not received by that time, the agency will not be required to make the deduction effective until the following month. No authorization forms will be accepted during December.
- 3.4 State employee organizations will be charged administrative fees by the State Comptroller, which will be used to reimburse state agencies for the costs of implementing the dues deductions.

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CONTACT FOR INTERPRETATION: System Human Resources Office

HISTORY: Last version: July 31, 1992 (APRM C.13.1)

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