

**ARTICLE 7
UNION PAYROLL DEDUCTIONS**

A. DEDUCTIONS

1. General Conditions
 - a. UPTE-CWA has the exclusive right of dues deductions authorized under Government Code section 1152 for all employees in the HX unit.
 - b. UPTE-CWA shall establish its dues amount and shall certify its amount to the University in writing. The University shall deduct from the members' retirement gross earnings the amount UPTE has certified in writing.
 - c. The University shall remit deductions to UPTE on a monthly basis.
 - d. The University shall redirect bargaining unit employees or non-unit voluntary members to UPTE regarding dues related inquiries.
2. Dues Amount Change
 - a. UPTE may change the amounts to be deducted from unit employees' pay once per calendar year without cost to UPTE. Any annual changes in the amounts to be deducted for UPTE dues shall be certified to the University, in writing, at least forty-five (45) calendar days prior to the effective date of such change.
 - b. All costs associated with accomplishing additional changes in the dues amount or structure (machine, programming, etc.) shall be paid by the Union at the same rates that apply to other employee organizations described in the University Accounting Manual. The University shall provide the Union with estimated costs and an estimated time of completion and the Union shall pay the agreed-upon costs before the University makes the change.

B. ELECTRONIC TRANSMISSION OF DEDUCTION INFORMATION

1. Certification and Maintenance of Deduction Information
 - a. The Union will certify to the University to begin deductions or to cease deductions. For bargaining unit members, deductions shall be from in unit earnings based on retirement gross earnings.
 - b. UPTE will either deliver an electronic file in Excel (*.xls) format to the University's campus/medical center/laboratory appropriate office or upload files to the FTP website, in accordance with Section 2 below. The University shall provide notice of the changes to the administrative process at least thirty (30) calendar days in advance of the change.
 - c. For employees who are paid monthly, the union payroll deduction file shall be transmitted electronically no later than the 15th of each month. For

employees who are paid bi-weekly, the union payroll deduction file shall be transmitted no later than the Friday before the end of the pay period. If the referenced 15th of the month or Friday before the end of the pay period falls on a holiday or weekend, the file shall be transmitted the business day prior to the holiday or weekend.

- d. The University agrees the changes will be made in time to affect the next payroll with a pay begin date that falls on or after the date the deduction certification is received.
 - e. The Union will solely maintain the union payroll deduction authorization, signed by the employee from whose salary or wages the deduction is to be made.
 - f. If an employee is separated from the University or transferred out of the HX unit and is still employed by the University, the University shall stop the union payroll deductions.
2. UPTE list to be submitted in the format provided in Appendix K and shall include:
- a. Location/Business Unit Code
 - b. Campus or Medical Center Name
 - c. Bargaining Unit or unrepresented
 - d. Employee Identification Number
 - e. Employee Name (Last, First)
 - f. Action Codes: "A" = Add; "C" = Change; "S" = Stop
 - g. Deduction Codes: "D" = Dues; UD = Unrepresented Dues; PA = Political Action
 - h. Ongoing Deduction Dollar Amount for Political Action (Must be dues paying member in bargaining unit.)

C. FEES FOR PROVIDING PAYROLL DEDUCTIONS

1. The University shall charge UPTE \$.07 per employee for calculation and reporting and \$10.00 for each monthly union payroll deduction remittance. Such charges shall be deducted from the total check remittance. A remittance report shall be provided to UPTE reconciling the union payroll deductions and the deducted administrative service fees.
2. For the purpose of voluntary deductions for the Union, unrepresented dues and the Political Action Fund (PAF), fees charged to the Union shall not exceed the actual costs incurred by the University to establish such deductions.

D. INFORMATION TO ACCOMPANY REMITTANCE MONTHLY UNION PAYROLL DEDUCTIONS AND EARNINGS REPORTS

The University shall submit a monthly standard earnings (based on retirement gross where applicable) and deduction report which shall contain, by UC location, a list of all employees in the bargaining unit and non-unit voluntary members on dues deduction status. The report shall include the employee identification number, employee name, amount withheld, and earnings that are the basis for the deduction. The report shall be provided electronically via the FTP site. Any costs associated with union-requested changes in the deduction report referenced above shall be fully paid by the Union.

E. CORRECTION OF ERRORS

1. If the University's error resulted in deductions less than the correct amount, the University shall make the additional required deductions from the affected employee(s) subsequent earnings to make up the difference between the actual and correct amounts in accordance with current payroll policy regarding additional deductions. However, additional deductions from the employee(s) subsequent earnings shall not exceed two times the normal dues amount in any given pay period.
2. If the error results in payment of more than the correct amount and the Union has received the funds, the Union shall reimburse the employees accordingly.
3. If the parties cannot agree on the amount of the appropriate deduction only the Union may file a grievance concerning the same.
4. The University shall include a communication to the employee if deducting supplemental dues in excess of the normal contributions in accordance with E.1. above with concurrent notice to UPTE.

F. INDEMNIFICATION

The Union shall indemnify the University for any claims made by the represented members for deductions made by the University in reliance on the Union's certification or on the Union's representation as to whether deductions for the Union were properly canceled or changed. The University shall promptly provide notice to the Union of any claim, demand, suit or other action for which it is seeking indemnification.