

UIC POLICIES AND PROCEDURES

NUMBER
321

MANUAL Human Resources	SECTION Employment Guidelines	PAGE 1 of 3
SUBJECT Labor Union Membership – Fair Share Payments	EFFECTIVE 04/01/1997	REVISED 09/01/ 2013
ISSUED BY Assistant Vice President of Human Resources	APPROVED BY Chancellor	

PURPOSE

To identify obligations of support staff employees to the University and labor unions regarding labor union membership or fair share fees.

SOURCES AND BACKGROUND

Illinois Educational Labor Relations Act
Illinois Public Labor Relations Act
University of Illinois Policy and Rules for Civil Service Staff
Collective Bargaining Agreements

APPLICABILITY

Support staff and graduate assistants who are in positions represented by a labor union

POLICY

Some collective bargaining agreements provide for the deduction of a fair share fee for all employees in positions that are represented by that agreement. The fair share amount deducted may not exceed the amount of dues uniformly required of the members in that union. Each employee makes a personal decision regarding employee organization membership. Employee organization membership includes dues deduction.

PROCEDURES

RESPONSIBILITY

Assignment to a position represented by a collective bargaining agreement providing Fair Share Fee deduction:

1. Employing Unit
2. Payroll Services

ACTION

Hires or receives approval to reclassify/reallocate an employee to a class that is represented by a collective bargaining agreement. Submits PITR to Human Resources Department for entry into payroll system.

Deducts fair share fee consistent with union agreement.

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RESPONSIBILITY

ACTION

Employee union membership election:

1. Employee

If union membership is desired, contacts union for a deduction authorization form. Completes the deduction form. Union forwards it to Payroll Services.

2. Payroll Services

Enters union membership deduction into payroll system.

RESPONSIBILITY

ACTION

Employee union membership revocation:

1. Employee

If an employee is assigned to a position that is not under the jurisdiction of a collective bargaining agreement and elects to no longer remain a union member, fills out a Union Association Dues Revocation form and submits the completed form to Payroll Services for entry into the payroll system.

If an employee whose position remains under the jurisdiction of the collective bargaining agreement elects to no longer remain a union member, contacts the Union to make any arrangements for revocation. The Union completes the form to revoke membership and forwards it to Payroll Services. Employee may be required to continue fair share payments regardless of union membership.

2. Payroll Services

Enters union membership revocation into payroll system.

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RESPONSIBILITY

ACTION

Change of employee status out of a class represented by a collective bargaining agreement:

1. Employing Unit

Hires or receives approval to reclassify/reallocate an employee out of a class that was represented by a collective bargaining agreement and submits PIR to Human Resources Department for entry into payroll system.

2. Human Resources Department

Enters information into the payroll system.

3. Payroll Services

Receives notification of the need to remove dues or fair share deduction via a report. Removes dues or fair share fee deduction.