

**SALARY CHECKS AND PAYROLL DEDUCTIONS FOR PROFESSIONAL AND NONINSTRUCTIONAL ORGANIZATION DUES**

BOARD EMPLOYEES VOLUNTARILY PROVIDING AUTHORIZATION IN WRITING TO PERSONNEL SERVICES SHALL BE GRANTED PAYROLL DEDUCTIONS FOR DUES OF BOARD-RECOGNIZED PROFESSIONAL AND NONINSTRUCTIONAL ORGANIZATIONS, PROVIDED SUCH TRANSACTIONS SHALL HAVE BEEN ENACTED IN ACCORDANCE WITH SAID RULES AND REGULATIONS AS SHALL BE ESTABLISHED.

AUTHORITY: F.S. 230.22 (1) (2)

POLICY ADOPTED: 3/4/72

POLICY READOPTED: 9/5/74

POLICY AMENDED: 10/2/75

**RULES**

Payroll deductions shall be granted upon request to those employees who are members of a Board-recognized organization. The organization, however, must verify that it represents a minimum of 5% of those employees eligible for membership in said organization.

Dues must be authorized in writing by each member desiring to have such deductions. The organization shall furnish, distribute and process authorization forms. Said forms shall be filed with Personnel Services.

Employees who desire to become members of an authorized organization shall file their authorization forms with said organizations. The organizations shall forward this form to Personnel Services for implementation with the first possible payroll deduction. Employees paid biweekly shall have dues deducted from the last payment in each month.

Dues for the organization shall be deducted in equal monthly installments according to amounts established by the organization involved at the beginning of the fiscal year. The collection from an individual and/or the refunding to the Board of the balance of annual dues shall be the responsibility of the organization involved for any employee who joins subsequent to the original enrollment period, or who resigns, or who receives a leave of absence. Membership dues deduction authorization is revocable at the employee's will upon thirty (30) days' written notice to the employer. The employer will subsequently furnish a copy of that notice to the employee organization.

At least sixty (60) days prior to the beginning of each fiscal year, the organization shall notify Personnel Services of the amount of the annual dues for the organization to be deducted in that school year.

Dues deducted shall be sent each month to the association. The right to refund the employee monies deducted from his/her salary under such authorization shall remain solely with the organization. The organizations agree to reimburse either the employee or the Board for the amount of any dues deducted by the Board and paid to the organizations when said deduction is by error. They further agree they will hold the Board blameless from any claims of excessive deductions.

Payroll deductions shall be allowed for only one organization or affiliated group per individual.

AUTHORITY: F.S. 230.22 (1) (2)

RULES APPROVED: 2/3/72;9/5/74

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