



CLASSIFIED EMPLOYEE LABOR UNION DUES DEDUCTION PROCEDURE (PAY-P008)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process of Classified Employees having voluntary labor union dues deducted from their salary.

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Payroll Staff

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Financial Officer (CFO)

4.0 DEFINITIONS:

- 4.1 None.

5.0 PROCEDURE:

- 5.1 An employee of an eligible employee group completes an Application for Payroll Deduction of Labor Union Dues, listing all of the employees belonging to that employee group requesting the deduction and submits the application to the Payroll Department.
- 5.2 Payroll attaches the individual Requests for Payroll Deduction of Labor Union Dues, submitted by each employee, to the application and forwards as a package to the Chief Financial Officer (CFO)/designee for approval.
- 5.3 The CFO reviews and verifies the application for compliance with Administrative Policy PAY-A003 and approves or denies the application.
 - 5.3.1 If the application is approved, the CFO directs the Payroll Office to establish the deduction code.
 - 5.3.2 The payroll office enters the individuals' deductions into the payroll system.
 - 5.3.3 If the application is denied, the applicants are notified as to the reason for non-approval by the CFO/designee.
- 5.4 Payroll enters labor union dues deductions to be taken for 20 pay periods within the months of September through June.
 - 5.4.1 Deductions are made using the same schedule as established for health insurance deductions.
- 5.5 CFO/designee reviews employee group memberships annually for compliance with the requirements set forth in Administrative Policy PAY-A003.
 - 5.5.1 Groups failing to meet the established requirements are notified in writing and given sixty (60) days to comply with policy.



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5.5.2 Failure to comply with the requirements of Administrative Policy PAY-A003 result in the termination of the deduction of Labor Union Dues.

6.0 ASSOCIATED DOCUMENTS:

6.1 Salary Deduction of Labor Union Dues Policy ([PAY-A003](#))

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Application & Request for Payroll Deduction	Payroll Office	Indefinitely	Permanent	Secured Building

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/17/06		Initial Release
6/5/15	A	Updated associated documents
4/1/19	B	Removed references to PAY-F014 and PAY-F015. 5.3.1, changed "accounting" to "payroll". Updated hyperlinks.

*****End of Procedure*****