



POLICY ON UNION DUES/INITIATION FEES – LOCAL 1199

Dated: April 9, 2015

Supersedes: HR.904 Union Dues/Initiation Fees – Local 1199 dated July 20, 1993

I. PURPOSE

To establish guidelines for deducting union dues and initiation fees for Local 1199 employees.

II. POLICY

It is the policy of New York Medical College to deduct union dues and initiation fees for Local 1199 union employees of the College as defined in their Collective Bargaining Unit Agreement.

III. SCOPE

This policy applies to all Local 1199 employees of the College.

IV. DEFINITIONS

- A. *Union Dues* - the amount deducted on a monthly basis from the wages of union employees for membership in the union per the Collective Bargaining Unit Agreement.
- B. *Initiation Fees* - the amount deducted from the wages of union employees following their probationary period for enrollment in the union. Initiation fees, if paid previously for 1199 union membership are waived for a New York Medical College employee.

V. PROCEDURES

- A. During Benefits Orientation Program, the union member will complete the **Application For Membership/Check-Off Authorization (HR-53)** form so that the union dues and initiation fees can be deducted from the union member's payroll check.

- B. Upon receipt of a written authorization from the union employee, the College deducts union dues monthly in the amount stipulated in the Local 1199 Collective Bargaining Unit Agreement based on weekly earnings. This deduction begins after the completion of the employee's first thirty (30) days of employment. As of 7/1/2001, the deduction schedule for union dues is 2% of Gross Wages per month, excluding overtime, to a maximum of \$75.00 per month.

- C. Upon receipt of a written authorization from the union employee, the College deducts initiation fees in the amount stipulated in the Local 1199 Collective Bargaining Unit Agreement based on weekly earnings on a bi-weekly basis for four (4) pay periods. This deduction begins after the completion of the employee's first ninety (90) days of continuous employment. Below is the current Initiation Fee Deduction Schedule.

Weekly Earnings	Bi-Weekly Deductions (4 pay periods)	Total Deduction
Up to \$400	\$18.75	\$75.00
\$401 or more	\$50.00	\$200.00

VI. EFFECTIVE DATE

The policy is effective as of date signed below.

VII. POLICY RESPONSIBILITY

- A. Employee - complete the **Application For Membership/Check-off Authorization (HR-53)** form.

- B. Payroll Department - submit a report to the Local 1199 including union employees for whom dues and initiation fees are being submitted, along with the check for the total amount.

- C. Human Resources Department/Affiliation Office - complete the **1199 Benefit Fund Enrollment (HR-54)** form, sending the original to the union with the **Application for Membership/Check-Off Authorization (HR-53)** form and placing a copy in the employee's file in the Human Resources Department.

- D. Human Resources Department
 - 1. Code the **Personnel Action Form (HR-101)** to indicate that union dues are to be deducted, which will automatically be calculated


through HR/Payroll database system, based on gross monthly earnings.

2. Data Entry Coordinator will input into the Payroll system:
 - a. That union dues will be deducted based on monthly gross salary and will begin thirty (30) days after employment.
 - b. The initiation fee amount based on salary to begin after the ninety (90) days of employment.
3. Provide advice and guidance with respect to the interpretation and administration of this policy.

VIII. POLICY MANAGEMENT

Responsible Officer: Vice President of Operations
Responsible Executive: Director of Human Resources
Responsible Offices: Human Resources Department

APPROVED:



Edward C. Halperin, M.D., M.A.
Chancellor for Health Affairs and
Chief Executive Officer



Date