

Aging and People with Disabilities

Patrice Botsford

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Number: APD-IM-13-013

Issue date: 3/6/2013

Topic: Developmental Disabilities

Subject: SEIU Agreement re: Dues/Fair Share

Applies to (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> All DHS employees | <input checked="" type="checkbox"/> County DD Program Managers |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Children, Adults and Families | <input checked="" type="checkbox"/> Other (please specify): Support Services
Brokerage Directors, DD Service
Coordinators, DD Regional Coordinators |

Message: Upon ratification of the 2011-2013 Collective Bargaining Agreement between the Oregon Home Care Commission and the Service Employees International Union (SEIU), Local 503, dues/fair share and other deductions are to be made and reported. The Agreement may be viewed at:

<http://www.oregon.gov/dhs/spd/adv/hcc/docs/contract1113.pdf>

Article 7.2 of the Agreement spells out the requirements of these actions required by the State, Community Developmental Disability Programs (CDDP), and Support Service Brokerages. As part of that collection and reporting process, the attached letter was received by the Department and subsequently forwarded to CDDP Program Managers and Brokerage Directors on 7/25/12.

This action request is to verify that CDDP's and Support Service Brokerages who have contracts with the Department are required to withhold and report union dues/fair share and other deductions as required by Article 7.2 of the Agreement, the attached letter, and any subsequent changes to the dues/fair share requirements that might be implemented consistent with the Agreement.

If you have any questions about this information, contact:

Contact(s):	Mike Maley		
Phone:	503-947-4228	Fax:	503-373-7274
Email:	Mike.j.maley@state.or.us		

July 25, 2012

To: Michael J. Maley, Deputy Director, Office of Developmental Disability Services

RE: SEIU Local 503, OPEU
Dues/Fair Share and and Voluntary CAPE Procedures (Revised)

Dear Mr. Maley:

In accordance with the collective bargaining agreement between the Employer and SEIU Local 503, OPEU dues deductions and Voluntary CAPE contributions should be processed as follows:

1. All employees covered by the terms and conditions of the Agreement shall pay Fair Share or pay dues by becoming a member of the Union. Fair Share is equal to member dues as outlined below.
2. Each employee shall pay 1.7% of their base salary derived from time in regular pay status as member dues/fair share to the Union. In addition, the membership has approved a dues assessment per member/fair share payer as follows: \$0.0159 per hour worked up to a maximum of \$2.75 per month, which shall remain in effect until further notice. We would like to have this assessment be listed as a separate line-item deduction on paychecks, and be shown as "SEIU Issues." The employer agrees to deduct the Union dues/fair share and SEIU Issues and remit same to the office of the Union no later than the tenth (10th) day of the month following the month in which the dues were deducted.
3. Members who elect to contribute to CAPE (a voluntary deduction for political action) will check the box for CAPE on the Membership Application or complete a CAPE authorization form. CAPE deductions should be shown as a separate line-item on paychecks. The Union will provide CAPE members with a receipt for taxes purposes at the end of each calendar year.
The Employer will deduct the voluntary CAPE contributions on a monthly basis from employees paychecks. These deductions will be forwarded to the Union office in the form of a separate check written to CAPE. This check shall be sent no later than the tenth (10th) day of the month following the month in which the contributions were deducted.
4. Membership Applications for Union membership and/or CAPE Authorization forms shall first come to the Union. The Union will submit electronic copies (if required) of the membership applications and/or CAPE Authorization forms received by the Union before the tenth (10th) of the month to the Employer. Membership to the Union or voluntary CAPE contributions shall start the first full month after the employer receives a copy of the employees election.

5. The employer will automatically adjust the dues/fees amount for employees whose base salaries/wages increase or decrease during the term of this Agreement.
6. The employer shall provide to the Union by the 10th of the month, for the previous months activity an electronic list in Coma Seperated Value (csv) or Excel format the following:
 - i. Employees First Name
 - ii. Employees Middle Initial
 - iii. Employees Last Name
 - iv. Address
 - v. City
 - vi. State
 - vii. Zip
 - viii. Social Security Number
 - ix. Hours Worked
 - x. Union Dues/Fair Share Payment
 - xi. SEIU Issues
 - xii. CAPE Contribution (if applicable)
 - xiii. Gross Pay

If you have any questions regarding this process, please do not hesitate to contact me at 503-581-1505 Ext 162.

Sincerely,

Jeff Seekatz
Information Systems Supervisor