
APPENDIX F- PAYROLL DEDUCTION

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- 2 **1.1** Deductions. The University will deduct, twice monthly, the following from the pay of
3 those bargaining unit members who individually and voluntarily make such request on an
4 authorization form provided by UFF.
- 5 (a) The form, electronic or paper-based, must specifically state the amount (whether as
6 a set dollar amount or percentage of earnings) to be deducted, as established by
7 UFF.
- 8 (b) The form must also include, at a minimum, the bargaining unit member's name,
9 signature, and signature date.
- 10 (c) The executed form must be submitted electronically to the University's payroll
11 department (payroll@floridapoly.edu).
- 12 **1.2** Timing of Deductions.
- 13 (a) The University will make deductions each pay period, beginning with the first full
14 pay period commencing at least thirty (30) days following receipt of authorization.
- 15 (b) UFF must give written notice to the Board of any changes in its dues at least forty-
16 five (45) days prior to the effective date of any such changes.
- 17 **1.3** Remittance.
- 18 (a) The University must remit dues and other authorized deductions to the UFF State
19 Office on a bi-monthly basis within thirty (30) days following the end of the pay
20 period by automatic funds transfer.
- 21 (b) Accompanying each remittance will be a list containing the following information
22 relating to each dues-paying member:
- 23 (1) Names and departments of the bargaining unit members;
24 (2) Amounts deducted.
- 25 **1.4** Termination of Deduction. The University's responsibility for deducting dues and other
26 authorized deductions from a bargaining unit member's salary will terminate automatically
27 upon either:
- 28 (a) thirty (30) days advanced written notice from the bargaining unit member to the
29 University's payroll (payroll@floridapoly.edu) and Human Resources departments
30 (hr@floridapoly.edu), and to the UFF revoking that bargaining unit member's prior
31 deduction authorization, or;
- 32 (b) the transfer of the authorizing bargaining unit member out of the bargaining unit.
- 33 **1.5** Indemnification. The UFF assumes responsibility for (1) all claims against the University,
34 including the cost of defending such actions, arising from the University's compliance with
35 this Article, and for (2) all monies deducted under this Article and remitted to the UFF.
36 The UFF must promptly refund the University excess monies received under this Article.

37 **1.6** Exceptions. The University will not deduct any UFF fines, penalties, or special assessments
38 from the pay of any bargaining unit member, nor is the University obligated to provide
39 more than one (1) payroll deduction field for the purpose of making the deductions
40 described in this Article.

41 **1.7** Termination of Agreement. The University's responsibilities under this Article will
42 terminate automatically upon either:

43 (a) decertification of the UFF or the suspension or revocation of its certification by the
44 Florida Public Employees Relations Commission, or;

45 (b) revocation of the UFF's deduction privilege by the Florida Public Employees
46 Relations Commission.

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