



ADMINISTRATIVE DIRECTIVE

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	April 5, 2011	

I. PURPOSE

The purpose of this Administrative Directive is to establish procedures and define requirements for labor and employee organizations to qualify for employee payroll deductions.

II. POLICY

The City makes payroll deductions for employee organizations and labor organizations that maintain payroll deduction authorizations for not less than ten percent (10%) of the City employees eligible for membership. Payroll deductions will not be made for any organization that does not maintain payroll deductions authorizations for a minimum of 50 City employees. Regardless of any other provisions in this directive, no organization shall be authorized a payroll deduction if the deduction cannot be processed within the regular payroll system procedures.

III. DEFINITIONS

- A. Payroll Deductions** – For the purpose of this Administrative Directive, those deductions which are voluntarily authorized by a City employee to be deducted from his/her pay check.
- B. Employee Organization** – An organization, not engaged in partisan political activity, which is either comprised only of employees of the City of Tucson and organized only for the promotion of social, cultural, economic, and educational improvement of City employees or is a Federal or State chartered Credit Union comprised mainly of City employees.
- C. Employees Eligible for Membership** – Those employees authorized in the current budget who are eligible for membership in a labor or employee organization.
- D. Labor Organization** – An organization, not engaged in partisan political activity, which is comprised of a City employee group whose primary function is to represent its members with respect to wages, fringe benefits, and/or other work related activities, and which has a multi-year labor relations agreement with the City of Tucson which has been adopted by legislative action of the Mayor and Council; or, should a labor agreement expire and a new agreement is not immediately effective, any labor organization representing the previously covered employee group.

IV. GENERAL RULES

- A. Deduction Authorization** – No deduction for a labor or employee organization will be made from an employee's pay unless the employee submits a form approved by the Director of Finance authorizing the Payroll Section to withhold a specified amount each pay period.



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B. Change in Deductions – Changes in deductions, including new deductions and termination of old deductions, shall be submitted through channels in order to be delivered to the Payroll Section at least seven (7) days in advance of the 1st day of the payroll period in which the change in deduction is effective.

C. Method of Calculating Deductions and Making Payments – Deductions shall be calculated by determining the annual amount and dividing by twenty-six (26) pay periods. The amounts shall be rounded to the next higher cent, so that the deduction for each pay period is exactly the same amount.

Payment of amounts deducted shall be made to the appropriate organization as soon as each payroll is reconciled. Payment shall be sent to each organization together with a detailed listing reflecting each member's employee number, name, amount of deduction, and the grand total of the deductions for the pay period involved. The total of the list shall equal the amount of payment and may be used as a reference for posting to individual organization records.

D. Priority of Payroll Deductions for Employee Organizations – The employee's earnings must be regularly sufficient after other legal and required deductions are made to cover the amount of the appropriate employee organization deduction. In this regard, all other legal and required deductions have priority over employee organization deductions.

When a member is in a non-pay status for an entire pay period, no withholding will be made to cover that pay period from future earnings nor will the member be permitted to deposit the amount with the City which would have been withheld if the member had been in a pay status during that period.

In the case of an employee who is in the non-pay status during only part of a pay period and the salary is not sufficient to cover the full withholding for employee organization deductions, no deduction will be made.

It shall be the employee's responsibility to settle with the Employee Organization any shortages resulting from a non-pay status.

E. Refund of Over Withheld Deductions – In the event that an employee's request to discontinue a deduction for a labor or employee organization is delayed and additional deductions are withheld after the employee has submitted the form to end withholding, refund of over withholding will be accomplished as follows:

- **Labor Organization** – It shall be the employee's responsibility to recover from the Labor Organization any over withheld funds.
- **Employee Organization** – Deductions over withheld for an organization only for the promotion of social, cultural, economic, and educational improvement of City



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employees may be refunded through payroll. The employee shall contact the Payroll Section of the Finance Department and request a refund providing copies of the form submitted to discontinue the deduction.

- **Employee Organization** – It shall be the employee's responsibility to recover directly from the Credit Union any over withheld funds.

V. PROCEDURES

A. Payroll Deductions for Labor Organizations

1. Non-permanent employees are not eligible for deduction. Other employees are eligible for deduction as follows:
 - Public Safety employees upon graduation or date of hire if a lateral move.
 - Labor and trades employees in union eligible position for one year or more.
 - Administrative, professional, and clerical employees on date of hire.
2. Authorization by City employees for dues shall be made only on cards approved by the Director of Finance.
3. Should a labor agreement expire and a new agreement is not immediately effective, deductions may be made for any labor organization representing the previously covered employee group for a period not to exceed 30 days from the expiration of the previous agreement or as extended by the City Manager. Such organizations must meet the membership requirements stated in A1 and A2, above.

B. Payroll Deductions for Employee Organizations

1. Payroll deductions may be made for a Credit Union qualifying under Section III, B.
2. All City employees without regard to status are eligible for payroll deductions for an employee organization.

C. Payroll Deductions Continuation – Once an organization has qualified for payroll deductions, excepting the limitations of A1 preceding, the City will continue making such payroll deductions for the organization until:

1. Membership in the organization falls below the established requirements outlined in Section II and maintains that level for six (6) consecutive months.
2. The organization requests that deductions be terminated. The request must be in writing and appropriately signed.



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3. The employee requests discontinuance of the deduction by filing with the Payroll Section of the Finance Department a payroll deduction change authorization.
 4. The organization fails to meet any requirements established in this directive.
- D. Deduction Changes and Requests** – All payroll deduction requests must be submitted on forms approved by the Director of Finance and must be signed by the employee. Any changes in deductions must be initiated by the employee, excepted as noted below.
1. Changes in amount of deductions for labor organization dues may be made from a request submitted by the organization, detailing current and proposed dues. This is to be accompanied by the minutes of the meeting in which the change of dues was approved (by popular vote of the membership) and signed by an officer of the organization. The organization must sign a Hold Harmless Statement in which the City will be held harmless by the organization and its members for changes of deductions made by the City at the organization's authorization.
 2. Changes in amount of deductions for employee organization dues requires that a list detailing names of members be submitted by the organization in addition to the requirements as stated above for a labor organization.
- E.** To be eligible for payroll deduction, a labor or employee organization must be non-profit, incorporated or chartered, have an adopted Constitution and By-Laws, and be administered by officers elected by a vote of the membership.
- A list of current officers of the organization and a copy of the incorporation documents, Constitution, and By-Laws shall be filed with the City Manager. Not less than annually, the organization shall advise the City, in writing, of any change of status.
- F.** No City employee shall receive any compensation from a labor or employee organization or related activity thereof except salary or expense reimbursements as authorized in the organization's By-Laws or Constitution.
- G.** The Director of Finance shall be responsible for implementation of this directive.



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Appendices

None

References

Labor Agreements

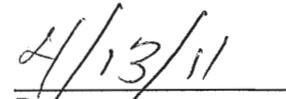
Review Responsibility and Frequency

The Finance Director shall review this directive annually, or as necessary.

Authorized



City Manager



Date