



Office of the State Comptroller
PAYROLL BULLETIN

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| Subject Civil Service Employees Association Dues and Agency Shop Fees Change | Bulletin No. P-798 |
| | Date December 13, 1993 |

The biweekly dues and agency shop fee deduction for the Civil Service Employees Association will be changed effective in payroll checks dated January 6, 1993 for Institution and payroll checks dated January 12, 1994 for Administration agencies.

The new dues (Code 201) and agency shop fee (Code 212) structure is as follows:

| <u>* Annual Salary</u> | <u>Biweekly Rate</u> |
|------------------------|----------------------|
| Under \$ 5,000 | \$ 3.07 |
| 5,000 to 9,999 | 4.63 |
| 10,000 to 15,999 | 8.04 |
| 16,000 to 21,999 | 9.18 |
| 22,000 and over | 10.33 |
| Hourly and Daily | 3.07 |
| Associate Members | 2.00 |

* CSEA dues structure is based only on annualized salary (base annual salary - not including any additional salary factors).

Annual part-time employees will pay dues on the basis of their annual salary X their part-time percentage.

Dues for 10-month employees will also be based on the above salary structure.

OSC will automatically recalculate the dues and agency shop fee amounts for the January payrolls. Once established, the biweekly amounts are not to be increased for individual employees during 1994, even if an employee's salary is increased. If a person changes to part-time, goes on sick leave with half-pay, or changes to full time, their dues or agency shop fee should be adjusted to the rate based on their new salary. This is the responsibility of each agency.

While dues are transferred automatically the agency shop fee is not. If the salary is higher in the new agency than in the previous agency an AC-1040 or an on-line transaction is to be processed stating the agency shop fee the employee was paying in the previous agency. If an AC-1040 or on-line deduction is not submitted to report the agency shop fee amount, OSC will automatically calculate the agency shop fee based on the employee's current salary.

If an employee transfers between agencies in the middle of a payroll period, each agency may report half the dues or the agency shop fee amount for the current period and then submit a transaction to adjust the dues or agency shop fee to the full amount in the next payroll period.

Screen Selection 5 is to be used for those agencies entering transactions through the On-Line Deduction Processing System.

Please notify your employees of this rate change and the effective dates of the new rates.