



Office of the State Comptroller  
**PAYROLL BULLETIN**

Subject  Civil Service Employees Association Dues and Agency Shop Fee Changes	Bulletin No.  P-635
	Date  December 14, 1989

The biweekly dues and agency shop fee deductions for the Civil Service Employees Association have been changed effective Administration Payroll Period 19-Lag, checks dated January 3, 1990 and Institution Payroll Period 19-Lag, checks dated January 11, 1990.

The new dues and agency shop fee structure is as follows:

Annual Salary*	Biweekly Rate
under \$5,000	\$2.70
5,000 to 9,999	4.03
10,000 to 15,999	7.05
16,000 to 21,999	8.05
22,000 and over	9.05
Hourly and daily employees	2.70

\*CSEA dues structure is now based only on annualized salary. Annual part-time employees will pay dues on the basis of their annual salary X the part-time percentage. Separate rates for ten month employees have been eliminated. Their dues will 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 1990, even if an employee's salary is increased. Therefore, if an employee transfers into your agency after the first payroll period of the year, you must contact the previous agency for the exact amount of dues or agency shop fee the employee was paying prior to the transfer. You must submit that amount to OSC on an AC-1040 form.

If an employee transfers to your agency in the middle of a payroll period, each agency may report half the dues or agency shop fee amount. If you do not report the dues or agency shop fee, OSC will automatically calculate the agency shop fee based on the employee's current salary.

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