Payroll Deduction/ AFSCME Political Action Contribution

Overview

The University has agreed to make available payroll deductions for employee organization sponsored political action contributions (PAC). The first employee organization participating in such an arrangement is the American Federation of State, County and Municipal Employees (AFSCME), the exclusive representative for two system-wide and one local bargaining units. Locations should begin withholding the AFSCME PAC deductions effective with December 2001 earnings.

As a condition of participation in the AFSCME PAC plan, an employee must be a dues-paying AFSCME member. Consequently, locations must determine manually whether an employee has enrollment in AFSCME dues before activating the employee’s authorization for AFSCME PAC deductions.

The Issue

Locations must enforce the eligibility criteria for the condition of participation in the AFSCME PAC plan. The enforcement through manual efforts may allow for inconsistent application of monitoring eligibility criteria. Consequently, Labor Relations requested a systematic process by which the Payroll/Personnel System (PPS) would determine an employee’s initial and on-going eligibility for PAC deductions.
Modifications Requested

• To enforce the eligibility criteria for PAC deductions established by AFSCME, the PPS requires modification to ascertain whether an employee is a dues-paying AFSCME member, i.e., must be enrolled in AFSCME dues without limitation based on membership in a particular AFSCME-represented exclusive bargaining unit. Thus, before the PPS allows the addition of an AFSCME PAC GTN to an employee’s record, the PPS should look for the employee’s enrollment in any of the AFSCME dues GTNs listed below:

  • GTN #73  (AFSCME EX – all locations)
  • GTN 486 (AFSCME SX – all locations)
  • GTN #72  (AFSCME K7 – Santa Cruz)

If the PPS finds any of the above GTNs on an employee’s Employee Data Base (EDB) record, the PPS should allow enrollment in AFSCME PAC deductions.

The GTNs for the AFSCME PACs are:

• GTN #480 (AFSCME EX – all locations)
• GTN #481 (AFSCME SX – all locations)
• GTN #482 (AFSCME K7 – Santa Cruz).

During the initial enrollment of a PAC deduction, if the PPS does not find any one of the dues-deduction GTNs on an employee’s EDB record, the PPS should reject the PAC enrollment and issue a message.

When an employee’s EDB record reflects a cancellation of or de-enrollment from dues deductions and the user does not perform explicit maintenance on the PAC deduction, the PPS
automatically should cancel the PAC deductions and issue a message.

**Edits**

The program should provide edits and issue appropriate messages as part of the EDB process such that:

a) Initially:
   
   (i) If the employee has no dues-paying deduction on his/her EDB record, the system should block the addition of the PAC deduction
   
   (ii) The system should issue a message; suggested text is “No Dues Ded; Not Eligible for PAC.”

b) On a continuing basis:

   (i) If an employee has PAC deductions on his/her EDB record and the employee cancels or de-enrolls from the union dues deduction, the system automatically should de-enroll the PAC deduction concurrently.
   
   (ii) The system should issue a message; suggested text is “No Dues Ded; auto de-enrollment of PAC.”

The PPS should perform the same edits and issue the same messages in batch and online.

**Cross-Functional Impact**

As part of this process, the PPS should direct the messages reflecting blocking/deenrolling of employee AFSCME PAC deductions to Payroll and Labor Relations offices.

The programming change should be provided as soon as possible in order to ensure consistent handling
of the eligibility process and alleviate the administrative burden involved in the preliminary manual compliance process.

Payroll Coordination
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