

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE UNIVERSITY OF WASHINGTON (UNIVERSITY)
AND
THE WASHINGTON FEDERATION OF STATE EMPLOYEES**

1
2 The University of Washington and the Washington Federation of State Employees,
3 Council 28, agree to modify Article 6 Union Dues Deduction of the 2017-2019 Collective
4 Bargaining Agreement as follows:

5 **ARTICLE 6 - UNION DUES DEDUCTION**

6
7 6.1 Dues Deduction.

8 Upon written authorization to the Union by an individual employee to become a
9 member of the Union and pay membership dues, the Employer shall provide for
10 the semi-monthly payroll deductions of union dues which are uniformly applied to
11 all members in those bargaining units in which the Union is the exclusive
12 bargaining agent. The Employer will honor the terms and conditions of each
13 employee's signed membership card upon authorization by the Union.

14
15 A. The Union shall transmit to the Employer by the cut-off date for each payroll
16 period, the name and Employee ID number of employees who have, since
17 the previous payroll cut-off date, provided authorization for deduction of dues,
18 PEOPLE, or have changed their authorization for deduction. The Employer
19 shall provide for payroll deduction of uniform union dues and fees for employees
20 upon written authorization by the individual employee. Recognized union payroll
21 deduction authorization cards which are submitted to the Employer's Payroll Office
22 by the 15th day of the month shall become effective as of the first day of the next
23 payroll period.

24
25 6.2 Revocation

26 An employee may revoke their authorization for payroll deduction of payments to
27 the Union by written notice to the Employer and the Union in accordance with the
28 terms and conditions of their signed membership card. Every effort will be made
29 to end the deduction effective on the first payroll, and not later than the second
30 payroll, after receipt by the Employer of confirmation from the Union that the
31 terms of the employee's signed membership card regarding dues deduction
32 revocation have been met.

33 ~~In order to cancel payroll deduction of union dues or fees, it is the sole~~
34 ~~responsibility of the employee to file a written notice with the Employer's Payroll~~
35 ~~Office and also to file written notice with the Union (Washington Federation of~~
36 ~~State Employees, 1212 Jefferson Street, Suite 300, Olympia, Washington 98501)~~
37 ~~thirty (30) calendar days prior to the effective day of the month following the 30-~~
38 ~~day period above.~~

1 6.3 Remittance of Dues.

2 The Employer shall electronically transmit to the Union on the first bank working
3 day after each payday all dues deducted for that pay period in those bargaining
4 units for which the Union is the exclusive bargaining representative. Twice each
5 month the Employer's Payroll Office will transmit the total deducted amount of dues
6 and fee money to the Union's office which will include a) a listing of employees on
7 payroll deduction including employee ID number, name, pay period, dues/fee
8 amount and year-to-date dues/fee amount; c) a listing of employees with a change
9 in deduction status and the reason for the change. When the Employer can
10 provide this information electronically, it will do so in lieu of a hard copy.

11
12 6.4 Monthly, the Employer will electronically transmit to the Union the following
13 information on bargaining unit employees: employee ID number, name, mailing
14 address, bargaining unit code, home department, mailstop, classification code
15 and title, total monthly wages earned from which union dues/fees are calculated,
16 appointment start date, budget number, salary step, employment status
17 [permanent, temporary, or cyclical] and percent of fulltime work. Similarly, semi-
18 annually a copy of the computer listing of hourly student employees will be made
19 available to the Union upon request. Indemnification.

20 The Union and each employee in a designated bargaining unit hereby undertakes
21 to indemnify and hold the University, and its employees harmless from all claims,
22 demands, suits or other forms of liability that may arise against the University for
23 or on account of any deductions made from the wages of such employees or for
24 any action taken under this Article..

25
26 6.5 Notification

27 The Employer shall notify each employee hired into a bargaining unit position that
28 the position is included in a bargaining unit represented by a union through job
29 posting, new employee orientation, or appointment letter. The Employer will notify
30 each employee hired into a bargaining unit position of the union shop requirement.
31 All employees covered by this Agreement will, as a condition of employment, either
32 become members of the Union and pay membership dues or pay the applicable
33 fee pursuant to RCW 41.80. In addition, the Employer will distribute a recognized
34 union payroll deduction authorization card for dues/fees and a union contract to
35 each new bargaining unit employee. The reproduction cost for union contracts will
36 be jointly shared by the Employer and the Union. Failure by an employee to abide
37 by the aforementioned provision of this Article shall constitute cause for discharge
38 of such employee; however, the University has no duty to act until the Union makes
39 an appropriate written request for discharge and verifies (by forwarding a copy of
40 the written notification to the Employer) that the employee received written
41 notification from the Union of the delinquency, including the amount owing, method
42 of calculation, if appropriate, and that non-payment will result in discharge by the
43 University. The University will inform employees when they leave a bargaining unit
44 position.

1
2 6.6 Voluntary PEOPLE Deduction.

3 During the term of this Agreement, the Employer shall deduct the sum specified
4 from the pay of each member of the Union who voluntarily executes a political
5 action contribution wage assignment authorization for PEOPLE (Public
6 Employees Organized to Promote Legislative). When filed with the Employer,
7 the authorization form will be honored in accordance with its terms. The amount
8 deducted and an electronic roster of all employees using payroll deduction for
9 voluntary political action contributions will be promptly transmitted to the Union by
10 a separate check payable to its order. Upon issuance and transmission of a
11 check to the Union, the Employer's responsibility shall cease with respect to such
12 deductions. The Union and each employee authorizing the assignment of wages
13 for the payment of voluntary political action contributions hereby undertakes to
14 indemnify and hold the Employer harmless from all claims, demands, suits or
15 other forms of liability that may arise against the Employer for or on account of
16 any deduction made from the wages of such employee.
17

18 6.7 The parties agree that the Employer may charge the WFSE one quarter of one
19 percent (.25%) of all amounts annually donated to cover the administration of this
20 check off.
21

22 6.8 The Employer agrees to deduct from the wages of any Sergeant or Lieutenant who
23 is a member of the Union deductions for the WFSE/AFSCME Public Safety
24 Protection Program who has submitted a signed authorization for the deduction to
25 the Employer. Authorization for this deduction must be executed in writing by the
26 employee on the WFSE/AFSCME Council 28 Public Safety Protection Program
27 Voluntary Payroll Deduction Authorization and submitted to the Employer prior to
28 commencement of the deduction. Authorization cards which are submitted by the
29 15th day of the month shall become effective as of the first day of the next pay
30 period. Deductions shall include a one-time initial deduction amount and an
31 ongoing, monthly deduction amount. Such authorization may be revoked by the
32 employee at any time by giving written notice to the Employer with a copy to the
33 Union. The Employer agrees to remit electronically any deduction made pursuant
34 to this provision to the union no later than the 10th of month following the payroll
35 period from which it was deducted together with an electronic report showing:

- 36 a. Employee name
37 b. Unique employee system identification number
38 c. Amount deducted; and
39 d. Deduction name (PSPP)
40

41 6.9 Listing of Employees.

42 a. Authorized Use - All Reports

1 The information contained in the requested reports would be provided to each
2 Union for the sole and exclusive purpose of enabling the Union to fulfill their
3 representational responsibilities as the collective bargaining representative for
4 the UW employees about whom the information is requested. No personally
5 identifiable data will be published or shared by any Union, except among those
6 within each Union with a need-to-know for the purpose of enabling the Union
7 to fulfill its representational responsibilities as the collective bargaining
8 representative for the University employees about whom the data or
9 information is requested.

10
11 Information provided pursuant to this Section will be maintained by the Union in
12 confidence according to the law. The Union will indemnify the Employer for any
13 violations of employee privacy committed by the Union pursuant to this Section.

14
15 Each pay period UW shall provide the following four reports electronically in
16 EXCEL format

17 A. Total Compensation and deductions *

18 Name
19 Home Address
20 Home phone
21 Cell phone
22 Work phone
23 Work location (building)
24 Work location (address)
25 Work station or office (suite and/or number)
26 Employee ID number
27 Personal Email
28 UW email
29 UW mailbox
30 Employment status
31 Employment status effective date
32 Job classification
33 Department
34 Pay grade
35 Pay step
36 Pay rate salary
37 Hourly rate
38 Supervisor
39 Supervisor email
40 Race
41 Gender
42 DOB
43 Date of hire
44 Job title
45 Job class code
46 Shift

1 Deduction amount dues
 2 Deduction amount other
 3 Deduction amount PEOPLE
 4 Total wages for the pay period
 5 Total base pay for pay period
 6 Total overtime pay for pay period
 7 Total overtime hours per pay period
 8 Total hours worked in the pay period
 9 Days in the pay period
 10 Total hours for each class/type of differential and or/ premium pay for the pay
 11 period
 12 Total wages for each class/type of differential and or/ premium pay for the pay
 13 period
 14 Total wages year to date.
 15 Pension plan enrollment (which plan)
 16 Position number
 17 Medical plan enrollment (which plan)
 18 Bargaining Unit
 19 Total FTE
 20 Anniversary date (step date)
 21 Employment status (regular fulltime, regular part time, hourly, fixed duration part
 22 time, fixed duration full time)
 23

24 **B. All appointment list**

25 All information above with wages and codes organized by appointment including:

- 26 a. Id by each worker.
 27 b. Appointment budget number(s)
 28 c. Beginning date
 29 d. End date
 30 e. Department and /or hiring unit
 31 f. College/Org name
 32 g. Job Classification
 33 h. Job Classification Code
 34 i. Full time salary or hourly rate
 35 j. Appointment/FTE Percentage
 36 k. Appointment status
 37 l. Appointment term
 38 m. Distribution line information.
 39 n. Position number
 40 o. Earnings in last pay cycle
 41 p. Hours worked in last pay cycle
 42 q. FTE in last pay cycle
 43

44 **C. Change Report**

45 Name,

- 1 Job classification,
- 2 Job classification code,
- 3 Department,
- 4 Employee id,
- 5 Original hire date,
- 6 Status change date,
- 7 Termination/separation date if any,
- 8 Reason for status change, nature of status change,
- 9 Reason for termination/separation
- 10 LOA effective date,
- 11 Nature of LOA
- 12 New hire date
- 13 New Hire

14
15 **D. Vacancy Report**

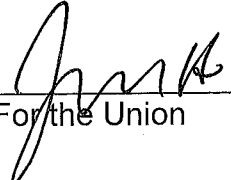
- 16 Position Number,
- 17 Job Classification
- 18 Date of vacancy
- 19 Elimination date of vacancy
- 20 Reason for elimination (filled, deleted, transferred to a different
- 21 classification/status)

22
23 6.10 Privacy Rights of Union Members

- 24 In recognition of the privacy interests of all persons covered under this Agreement,
- 25 the Employer will not disclose any personally identifiable wage or deduction
- 26 information, or membership status, concerning persons covered by this Agreement
- 27 to any members of the public or to nongovernmental organizations except to the
- 28 extent required by law, including the Public Disclosure Act and the Freedom of
- 29 Information Act.

30
31
32 The effective date of this MOU is the date it is signed by both parties to this agreement,
33 below.

34
35  8/14/18
36 _____
37 For the Employer Date

38  8/14/18
39 _____
For the Union Date