

## MSEA Dues Policy – As of 1.10.09

1. All school district employees who are in a MSEA bargaining unit shall pay dues as per the attached schedule. The dues structure of MSEA is based on an employees' annual salary. The fiscal year for these purposes shall be July 1<sup>st</sup> to June 30<sup>th</sup>.
2. Prior to the start of each school year the Assistant Director shall request from each school district the estimated annual salary for employees who are part of a MSEA bargaining unit. Each individual shall have their dues set based on their estimated annual salary.
3. The Assistant Director shall notify each school district what the total dues for each employee is for the year. The school district deducts dues from each employee based on their payroll system and remits said dues to MSEA in a timely manner.
4. All new employees shall be sent information on becoming a full member of MSEA of a fair share fee payer. Employees shall have 30 days in which to respond. If an application is returned for an employee to become a full member dues shall be deducted as stated above. Those employees who choose not to become a full member are automatically classified as fair share members and are duly notified of same. In addition, fair share members are notified of their rights under MN Statutes and sent all required documentation.
5. If a change in an employee's annual salary occurs during the school year due to an increase or decrease in hours, new position or salary, their annual dues is adjusted once MSEA is aware of said change. In addition, at the end of the school year the Assistant Director requests each school district to notify us of the actual annual salary for each employee in a MSEA bargaining unit. Notices that are received at the end of the school year indicating that an employee has moved into a higher or lower dues bracket will result in their dues being recalculated for the previous year and any additional amount owed will be added to the employee's dues for the following school year. Employees who have overpaid will receive a credit for the next school year.
6. If an employee terminates their employment with the district during the school year no adjustment will be made to their dues unless said employee requests, in writing, that a recalculation of their dues be done. If the recalculation results in an overpayment of MSEA dues, said overpayment shall be refunded to the employee.
7. A school district employee who is in a MSEA bargaining unit who does not have enough take home pay to have dues deducted from their paycheck shall be billed monthly for the dues that they owe. An employee who does not pay their monthly bill to MSEA shall have their name forwarded to the local unit. The local unit shall work with the MSEA office to collect the amount of dues owed.