

DISTRICT PAYROLL CHECKLIST REGARDING AGENCY FEE ELIMINATION

STEPS		RESPONSIBILITY			
		Payroll Dept.	Business Svcs.	HR / Supt.	Unions
1)	Identify all nonmember employees currently paying agency fees ("List").	X	X	X	X
2)	Establish internal protocols for notifications and any reimbursements.	X	X	X	X
a)	Establish internal protocols to receive and implement written notifications from union officials regarding initiation and cessation of union dues and agency fee deductions and when additional verification may be required.	X	X	X	X
b)	Establish internal protocols for handling direct employee requests received to initiate and/or cease deduction of union dues and/or agency fees.	X	X	X	X
c)	Determine deadline(s) for district to receive written notifications from union officials regarding agency fee deductions.	X	X	X	X
d)	Establish internal protocols to process any retroactive reimbursements.	X	X		
3)	Ensure receipt of individual written notifications from union officials regarding initiation and cessation of agency fee deductions.	X	X	X	X
4)	From List and individual written notifications, determine total amount of agency fees no longer deducted.	X	X		
5)	Communicate total amount of agency fees no longer deducted to HR/Supt. and Union(s).	X	X		
6)	Determine method of eliminating agency fee deductions; if needed, consult with COE.	X	X		
7)	Determine timing of eliminating agency fee deductions; if needed, consult with COE.	X	X		
a)	Immediately initiate elimination of agency fee deductions on next payroll.	X	X		
8)	Determine method and timing of retroactive reimbursements for agency fees collected from June 27, 2018 through end of payroll period.	X	X		
a)	Verify with union(s) regarding union reimbursement(s) to district, including amounts and timing.	X	X		X

9)	Communicate notification requirements, method and timing of deduction elimination to HR and Unions.*	X	X		
10)	As needed, communicate method and timing of deduction elimination to Administration/Superintendents/Governing Board.*		X	X	
11)	Communicate method and timing of deduction elimination and any retroactive reimbursements to employees.*			X	X
12)	Implement method and timing of deduction elimination.	X	X		

**In order to ensure compliance with SB 866, it is recommended that any and all communications related to union membership, dues/fee deductions, and/or reimbursements be coordinated through your Human Resources department to satisfy any meet and confer obligation.*

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