

MEMORANDUM OF UNDERSTANDING
BETWEEN
RENTON TECHNICAL COLLEGE
AND
WASHINGTON FEDERATION OF STATE EMPLOYEES

The parties agree to modify Article 24, Union Membership Dues/Fees Deductions of the 2018-2021 Collective Bargaining Agreement between Renton Technical College and the Washington Federation of State Employees as Follows:

UNION MEMBERSHIP AND DUES DEDUCTION

- 24.1 Notification to Employees** The Employer will inform new, transferred, promoted, or demoted employees in writing prior to appointment into positions included in the bargaining unit(s) of the Union's exclusive representation status. Upon appointment to a bargaining unit position, the Employer will furnish the employees with membership materials provided by the Union. The Employer will inform employees in writing, with a copy to the Union, if they are subsequently appointed to a position that is not in a bargaining unit.
- 24.2 Deduction Authorization** The Employer agrees to deduct an amount equal to the membership dues from the salary of employees who request such deduction in writing within thirty (30) days of receipt of a properly completed request submitted to the College payroll office. Such requests will be made on a Union payroll deduction authorization card. The Employer will honor the terms and conditions of each employee's signed membership card.
- 24.3 Union Dues**
- A. Upon receipt of the employee's written authorization, the Employer will deduct from the employee's salary an amount equal to the dues required to be a member of the Union. The Employer will provide payments for the deductions to the Union at the Union's official headquarters each pay period.
- B. Forty-five (45) calendar days prior to any change in dues, the Union will provide Renton Technical College the percentage and maximum dues to be deducted from the employee's salary.

24.4 Payroll Deduction

Voluntary Deductions

A. PEOPLE

1. The Employer agrees to deduct from the wages of any employee who is a member of the Union deduction for the PEOPLE program. Written authorizations must be requested in writing by the employee and may be revoked by the employee at any time by giving written notice to both the Employer and the Union. The Employer agrees to remit electronically, on each state payday, any deductions made to the Union together with an electronic report showing:

- a. Employee name;
- b. Personnel number;
- c. Amount deducted; and
- d. Deduction code.

2. The parties agree this section satisfies the Employer's obligations and provides for the deduction authorized under RCW 41.04.230.

B. Trustmark Universal Life Insurance with Long Term Care

The Employer agrees to deduct from the wages of any employee who is a member of the Union deductions for the Trustmark Universal Life Insurance with Long Term Care. Written authorizations must be provided. Authorizations may be revoked by the employee at any time by giving written notice to the Employer. The Employer agrees to remit electronically, on each state payday, any deductions made to Trustmark together with an electronic report showing:

1. Employee name;
2. Personnel number;
3. Amount deducted; and
4. Deduction code.

24.5 Employee Status Reports

Each month, the College will provide the Union with a list of all employees in the bargaining unit. The electronic list will be sent to WFSE Headquarters and will contain:

- A. Employee name;
- B. Permanent mailing address;
- C. Job classification code and job title;
- D. System identification number (SID);
- E. Position number, if any;
- F. Employment date;
- G. Job percent of full;

- H. Monthly salary that union dues are based on; and
- I. Salary range and step.
- J. Work phone number
- K. Work Email

24.6 Revocation

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

24.7 Indemnification


The Union agrees to indemnify and hold the Employer harmless from all claims, demands, suits or other forms of liability that arise against the Employer for or on account of compliance with this Article and any and all issues related to the deduction of dues.

Dated 30 JULY 2018

For the College

For the Union


Kevin D. McCarthy, Ph.D.


Laura Hartless