

ARTICLE XVI -- DUES CHECK-OFF AND PAYROLL DEDUCTION PROCEDURES

- A. The Board shall provide, at no cost to the Dade County School Maintenance Employee Committee (DCSMEC), services of payroll deduction of dues, uniform assessments and service fees (hereinafter called "dues check-off"). The Board shall collect and transmit such monies as are sufficient to provide for the full payment of dues check-off, pursuant to the terms and conditions contained in the authorization contract signed by employees who authorize such check-off from their salaries.
- B. Administrative procedures for dues check-off shall be extended in accordance with the following provisions:
1. The total amount of dues check-off, the amount to be taken from each paycheck, and the schedule for deductions for all employees within this bargaining unit shall be determined by the Union. This schedule for deductions must be within the framework of the existing mechanized payroll schedule.
 2. Dues check-off authorization cards submitted after the date necessary for the full amount of dues to be deducted are to be processed for whatever amount that can be deducted over the remaining period of time.
 3. Upon receipt of the dues check-off authorization card by the Board's Deduction Control Office, each card is to be totally processed within five working days, unless otherwise prohibited by unforeseen emergency conditions.
 4. DCSMEC is to be supplied a biweekly listing of every employee for whom dues will/will not be deducted.
 5. Dues check-off authorization cards for employees who are terminated shall remain on file and in the computer bank on an active status for a period not less than the time remaining between the date the action was taken and the close of the subsequent school year.
 6. All problems arising in connection with dues check-off will be resolved directly between the M-DCPS Deduction Control Office and the Union. The Union shall have access to necessary employee data, files in the Deduction Control Office, and the data retrieval system at mutually agreed upon times.
 7. DCSMEC will be supplied with a deduction register bi-weekly, listing employee names, employee numbers, employee work locations, and amounts deducted for that pay date.
 8. All starts and/or cancellations of payroll deduction for employees within the certified exclusive bargaining unit shall be processed by DCSMEC in accordance with the terms and provisions indicated on the payroll deduction card and in accordance with Florida Statutes, Chapter 447.303.
- C. Deductions for Economic Services

Detailed and explicit procedures for implementation of payroll deduction for services and benefits sponsored and endorsed by the Union shall be jointly developed and agreed to by the Union and the Board and shall conform to all existing Florida Statutes, and specifically,

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Florida Statutes, Chapter 447. Changes may be made, as deemed necessary, by mutual agreement.

- D. The Board shall be held harmless from any and all liability resulting from the collection of these funds.