



BOB RILEY
Governor

JAMES ALLEN MAIN
Director of Finance

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ROBERT L. CHILDREE
State Comptroller

July 7, 2004

MEMORANDUM

TO: Payroll Clerk/Personnel Officers

FROM: Robert L. Childree
State Comptroller

SUBJECT: Attached Memo to All State Employees

It is imperative that every state employee receive a copy of the attached memo regarding dues to employee organizations. Section 36-1-4.4 of the *Code of Alabama 1975* has a profound impact on their payroll deductions. The policy established, as required by law, must be made known to them. Since the critical period is coming soon, I am requesting that you insure that each employee has a personal copy of this information.

Your cooperation is critical and I appreciate your effort on behalf of our state employees.

RLC/sb

Attachment



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MEMORANDUM

TO: ALL STATE EMPLOYEES

FROM: Robert L. Childree
State Comptroller

SUBJECT: Payroll Deductions for Dues and Voluntary
Contributions to Employee Organizations

Section 36-1-4.4 of the *Code of Alabama 1975* provides for a policy governing payroll deductions from employees' salaries for dues and voluntary deductions from employee organizations. The following requirements were set as policy and continue to govern this situation. This memo is to inform each state employee of the requirements mandated by law.

- 1) All memberships in employee organizations shall be annual memberships.
- 2) The annual membership period is established as August 1 of a year through July 31 of the subsequent year.
- 3) Once an employee becomes a member of an employee organization (ASEA, APEAL, Labor Union, etc.), he/she cannot terminate that membership (i.e., stop payroll deductions) *except during the last 10 work days in July*. This revocation must be in writing to the appropriate payroll clerk in the employee's department.
- 4) Any employee who elects to make a voluntary contribution to an employee organization (i.e., to a political action committee, etc.) can terminate that voluntary contribution by providing 30 days advanced written notice to the appropriate payroll clerk in the employee's department.

ALL STATE EMPLOYEES

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- 5) Any employee may initiate a new authorization for deduction of either dues or voluntary contributions on a monthly basis during the year, but once the deduction commences, Sections (3) and (4) apply regarding termination.
- 6) If an employee terminates service with the State for any reason, the deduction will terminate with the last salary payment.
- 7) If after an approved leave of absence or other temporary leave, an employee returns to employment with the State, deductions for dues and/or voluntary contributions will commence unless specifically revoked by the employee prior to reemployment.

Please understand that these requirements are based on the law and that all departments and the State Comptroller must enforce this policy. ***Any action by an employee to terminate membership must occur within the stated 10 work day period or that employee will be "locked in" for an entire year before a revocation can occur.***

RLC/sb