



BOB RILEY  
Governor

BILL NEWTON  
Acting Director of Finance

STATE OF ALABAMA  
DEPARTMENT OF FINANCE  
OFFICE OF THE STATE COMPTROLLER

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MICHAEL G. HUDSON  
Acting State Comptroller

June 2, 2009

**MEMORANDUM**

TO: PAYROLL CLERK/PERSONNEL OFFICERS

FROM: Michael G. Hudson *MGH*  
Acting 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 organization. Section 36-1-4.4 of the *Code of Alabama 1975* has a profound impact on their 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 out state employees.

RGH/oh

Attachment





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TO: ALL STATE EMPLOYEES

FROM: Michael G. Hudson *MGH*  
Acting 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 the year through July 31 of the subsequent year.
- 3) Once an employee becomes a member of an employee organization, 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. The following list details the organizations governed by the section of the law:

Al Court Clerks & Registers Association  
Alabama ABC Employee Union  
Alabama Public Employee Local Union  
Al Public Health Association  
Alabama Public Employees Association  
Alabama Peace Officers Annuity fund  
Alabama State Correctional Association  
Alabama State Employees Association  
Alabama State Police Association  
Alabama State Troopers Association



Alabama Correctional Officers Association  
Alabama Court Specialists Association  
National Rehabilitation Association  
Alabama Public Employee Local Union  
SDE Unit AEA Dues  
Southern State P.B.A.

- 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 advance written notice to the appropriate payroll clerk in the employee's department.
- 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 the entire year before a revocation can occur.***

MGH/oh