



STATE OF ALABAMA
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MEMORANDUM

TO: All State Employees

FROM: Thomas L. White, Jr.
State Comptroller 

DATE: July 5, 2011

RE: 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 and dues and voluntary deductions from employee organizations. The following requirements were set as policy and continue to govern this situation. This memorandum is to inform each state employee of the requirements mandated by law.

1. All membership dues for employee associations shall be annual memberships.
2. The annual membership period is established as August 1 of the year though 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 workdays 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 can terminate that voluntary contribution by providing written notice 30 days in advance 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 of this memorandum apply regarding termination.

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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 agencies and the State Comptroller must enforce this policy.

TLWjr/dt