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MEMORANDUM

TO: All State Employees

FROM: Kathleen D. Baxter
State Comptroller

DATE: June 17, 2026

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

Section 36-1-4.4 of the *Code of Alabama 1975* governs payroll deductions for employee organization membership dues and voluntary contributions. The following policies have been established pursuant to law and remain in effect. This memorandum is provided to ensure that all state employees are informed of these statutory requirements.

- Annual Membership Requirement

All payroll deductions for employee organization membership dues and voluntary contributions shall be administered on an annual membership basis.

- Membership Period

The annual membership period shall extend from **August 1 through July 31** of the following year.

- Termination of Deductions

- Membership Dues

An employee may revoke a payroll deduction for membership dues only during the **last ten (10) working days of July**. To be effective, the revocation must be submitted in writing to the appropriate payroll representative within the employee's department.

Payroll Deductions for Dues and Voluntary Contributions to Employee Organizations

○ Voluntary Contributions

An employee may terminate a payroll deduction for voluntary contributions at any time by submitting written notice to the appropriate payroll representative within the employee's department. The termination will become effective approximately thirty (30) days after the notice is received and processed.

● Initiation of Deductions

Employees may authorize new payroll deductions for membership dues or voluntary contributions at any time during the year. Once a deduction becomes effective, the termination provisions outlined above shall apply.

● Separation from State Service

Payroll deductions for membership dues and voluntary contributions will automatically cease upon an employee's separation from State employment, regardless of the reason for separation.

● Return to State Employment

When an employee returns to State service following an approved leave of absence or other temporary separation, previously authorized deductions for membership dues and/or voluntary contributions will resume unless the authorization was revoked by the employee prior to reemployment.

NOTICE: Payroll deductions for membership dues and voluntary contributions will automatically terminate if an employee organization is determined to be ineligible to receive payments through the State's payroll deduction process, as provided by law.

KDB/ds