



— UNION DUES DEDUCTION POLICY — EFFECTIVE MARCH 1, 2005

1. **FULL-TIME EMPLOYEES (ALSO FULL-TIME SEASONAL/CASUAL):** CEP Local 2003 currently charges two point nine (2.9) hours of the employee's base hourly rate of pay per month for each full-time employee (normal average of 24 hours or more per week **over the month for which the dues are being deducted.**) If any time is worked by a full-time employee in a month, then dues are owed as per the above. (This includes full-time seasonal and casual employees.)
 2. **PART-TIME EMPLOYEES (ALSO PART-TIME SEASONAL/CASUAL):** Dues payable by part-time employees (normally work fewer than 24 hours per week **over the month**) are one point four five (1.45) hours of the employee's base hourly rate of pay per month. If a part-time employee works any time in a month, then one point four five (1.45) hours' dues must be remitted. (This includes part-time seasonal and casual employees.) If no hours are worked, then, of course, no dues are paid.
- PART-TIME EMPLOYEE WORKS FULL-TIME HOURS:** If, however, the average hours worked by a part-time casual or seasonal employee over the month in question total 24 hours or more per week, then two point nine (2.9) hours' dues (same as for full-time employees) must be remitted.
3. **WHEN TO REMIT:** Such dues deducted **must be remitted by the end of the calendar month in which the dues were deducted.**
 4. **METHOD OF DEDUCTION USED BY EMPLOYER:** Regardless of the format used to deduct dues (weekly, bi-weekly, monthly) **the remittance must be the equivalent of one point four five (1.45) hours of the base rate for part-time employees, or two point nine (2.9) times the base rate for full-time employees, and not some fraction thereof.**
 5. **UNPAID LEAVE OF ABSENCE/ ILLNESS/ WCB:** If an employee is off on unpaid leave, illness or Workers' Compensation for the entire month, then no dues are owed for that particular month (ANY EMPLOYEES).
 6. **EMPLOYEES ABSENT WHEN DUES DEDUCTIONS MADE:** Any employees who do not receive pay in the week that dues are deducted have the dues retroactively deducted in the next pay period the dues are normally deducted for all employees (following month).
 7. **INCOME TAX IMPLICATIONS:** All dues monies received by the Union go to direct servicing and, therefore, are fully tax-deductible.
 8. **EMPLOYEE'S YEARLY T-4:** The dues are deducted from "Gross Pay" prior to taxes being applied and the full amount of the yearly dues deduction is to be reflected on the employee's T-4 slip.
 9. **INITIATION FEE:** The Union's initiation fee is set at **\$25.00**, payable by payroll deduction upon commencement of employment.
 10. **NEW HIRES:** Both the Union dues for the month and initiation fee are payable at the commencement of the employee's employment. If the employee commences work following a dues deduction week then such week or month is caught up retroactively at the next deduction week or month.
 11. **RETROACTIVE ADJUSTMENTS TO BASE WAGES:** If employees receive retroactive adjustments to their base wages, then retroactive Union Dues (additional adjusted amounts) are required so that the Union Dues remitted equal the appropriate hourly multiple (1.45 or 2.9 hours base rate) times the **actual** hourly rate for the months in question. If an increase is applied at any point in the month it is applied to the Union dues as if it had applied for the whole month.
 12. **PENALTY FOR LATE PAYMENTS:** A PENALTY of 1.5%/month payable by the Employer shall be applied to all late remittances and on all amounts outstanding which have remained outstanding beyond the end of the month for which the remittance was due.