

**ARTICLE 15**  
**PAYROLL DEDUCTION**  
**[AMENDED AUGUST 2019]**

- 15.1 Deductions. The University will deduct, twice monthly, the following from the pay of those bargaining unit members who individually and voluntarily make such request on a written authorization form provided by the UFF. The form will specifically state the amount to be deducted, as established by UFF and can be submitted in a form similar to Appendix D. (“Appendix D – United Faculty of Florida – Sample Dues Check-Off Authorization Form”).
- 15.2 Timing of Deductions.
- (a) The University will make deductions each pay period, beginning with the first full-pay period commencing at least thirty (30) days following receipt of authorization.
  - (b) UFF must give written notice to the Board of any changes in its dues at least forty-five (45) days prior to the effective date of any such changes.
- 15.3 Remittance.
- (a) The University must remit dues and other authorized deductions to the UFF State Office on a bi-monthly basis within thirty (30) days following the end of the pay period by automatic funds transfer.
  - (b) Accompanying each remittance will be a list containing the following information relating to each dues-paying member:
  - (c) Names and departments of the bargaining unit members;
  - (d) Amounts deducted.
- 15.4 Termination of Deduction. The University’s responsibility for deducting dues and other authorized deductions from a bargaining unit member’s salary will terminate automatically upon either:
- (a) thirty (30) days written notice from the bargaining unit member to the University, the University Human Resources office, and to the UFF revoking that bargaining unit member’s prior deduction authorization, or;
  - (b) the transfer of the authorizing bargaining unit member out of the bargaining unit.
- 15.5 Indemnification. The UFF assumes responsibility for (1) all claims against the University, including the cost of defending such actions, arising from the University’s compliance with this Article, and for (2) all monies deducted under this Article and remitted to the UFF. The UFF must promptly refund the University excess monies received under this Article.
- 15.6 Exceptions. The University will not deduct any UFF fines, penalties, or special assessments from the pay of any bargaining unit member, nor is the University obligated to provide more than one payroll deduction field for the purpose of making the deductions described in this Article.
- 15.7 Termination of Agreement. The University’s responsibilities under this Article will terminate automatically upon (1) decertification of the UFF or the suspension or revocation of its certification by the Florida Public Employees Relations Commission, or (2) revocation of the UFF’s deduction privilege by the Florida Public Employees Relations Commission.