

State of Kansas  
Department of Administration  
Division of Accounts and Reports  
DA-192 4/2007

FOR A&R USE ONLY  
Emp. Org. Code \_\_\_\_\_  
\_\_\_\_\_

### MEMBERSHIP DUES DEDUCTION AGREEMENT

In consideration of the payroll deduction of membership dues for members who properly complete and submit official written authorization-assignment forms (DA-193) in accordance with K.S.A. 75-5501 (a) and (b), \_\_\_\_\_ agrees

*Name of Employee Organization*

to abide by the following provisions of the State of Kansas, Department of Administration, Division of Accounts and Reports plan for payroll deduction of membership dues.

1. All DA-193 forms will be provided by or approved by the State of Kansas, Division of Accounts and Reports.
2. Executed employee DA-193 forms, that are accepted by the State of Kansas, shall be effective for not less than 180 days. They may be terminated at any time thereafter upon 30 days prior notice by the state employee by filing a DA-193 form with the Agency Payroll Officer.
3. The term "membership dues" shall not include fees, fines, assessments, contributions, or any other form of payment required by the employee organization.
4. The State of Kansas, Division of Accounts and Reports shall have no responsibility for the collection and remittance of fines, assessments, contributions, or any other form of payment that may be required by the certified employee organization.
5. "Certified" employee organization shall be interpreted to mean an organization which has filed an annual report pursuant to K.S.A. 75-4337 or K.S.A. 44-806 or which has a business agent registered pursuant to K.S.A. 75-4336. Membership dues deductions will not be made for organizations which do not conform as prescribed by these statutes.
6. Authorized membership dues deduction shall become effective in the first payroll period following the agency's processing of a properly completed DA-193 form and shall continue each bi-weekly period thereafter until duly revoked. If an employee wishes to revoke (cancel) the authorization for dues deduction, such will become effective with the first paycheck payable after the expiration of the 30 days notice period provided such notice has been given to the Agency Payroll Officer, by filing the appropriate cancellation form contained on the DA-193 form.

7. Deduction of membership dues for any bi-weekly period shall be remitted to a designated union representative of the local certified employee organization as soon as possible after the month in which such deductions were made. The Division of Accounts and Reports shall furnish to the designated union representative of the local at the time of the remittance, a report containing the names of employees who have authorized deductions. The report shall indicate the amount of deductions for each and a zero deduction for those employees who have terminated employment, transferred from the agency, have no or insufficient earnings in that payroll period, earnings preempted by higher priority deductions, and revoked authorizations. If the organization does not claim omission or error within 45 days from date of submission of the employee report to the organization, said report shall be final and conclusive.
8. An employee who transfers from one organizational unit to another in the same agency, and remains in the same local certified employee organization, and has authorized dues deduction, shall not be required to renew or sign another DA-193 authorization form.
9. The certified employee organization shall initially certify to the Division of Accounts and Reports the regular bi-weekly membership dues on form DA-194 as specified by the Director of Accounts and Reports. Subsequent changes in the amount of the regular membership dues may not be made more often than twice in any fiscal year, and shall be certified on DA-194.
10. The certified employee organization agrees to refund to the Division of Accounts and Reports any amounts paid to the organization in error upon proper evidence thereof.
11. Adjustment in errors, whether in favor of the State of Kansas or the organization shall be in accordance with regulations and/or instructions issued by the Director of Accounts and Reports, Department of Administration.
12. Any dispute concerning any aspect of the administration of membership dues deduction, whether initiated by the employee or the organization, shall be discussed with the agency or agencies involved and the Director of Accounts and Reports.
13. A service charge of the amount certified by the Secretary of Administration as the amount of actual direct expense incurred for membership dues deduction each payroll period shall be withheld by the employer and shown as a deduction from the dues deduction amount on the remittance report made to the employee organization.

14. Division of Accounts and Reports shall not deduct and remit membership dues which have been authorized by employees for any pay period for which an employee or employees receive no paycheck or for which period the paycheck contains insufficient funds to make such deduction. Any membership dues which might have been deducted for such period(s) by the Division of Accounts and Reports and remitted to the organization are non-recoverable and not grievable by the organization or the employee.
  
15. The certified employee organization will indemnify, defend and hold the State of Kansas, Division of Accounts and Reports and any of its officials and employees harmless against any claims, judgments and suits resulting from the administration of authorized membership dues deductions.
  
16. This agreement shall remain in effect from the date signed by the Director of Accounts and Reports and the Business Representative of the Employee Organization, whichever date is later, and shall remain in effect until cancelled by either party. In the event of a cancellation, the party requesting cancellation shall give the other party a notice of desire to cancel the agreement at least 60 days prior to cancellation date.

Submitted, certified, and signed in behalf of:

\_\_\_\_\_ by \_\_\_\_\_  
*Name of Certified Employee Organization*      *President*      *Date*

\_\_\_\_\_      \_\_\_\_\_  
*Address*      *Business Representative*      *Date*

\_\_\_\_\_  
*Telephone*

Accepted:

\_\_\_\_\_  
*Director of Accounts and Reports*      *Date*

This completed and signed agreement must be returned to the Director, Division of Accounts and Reports, 900 SW Jackson, Room 351-S, Landon State Office Building, Topeka Kansas 66612-1220, prior to deduction of membership dues authorized by individual employees.