

CHAPTER 70  
EMPLOYEE ORGANIZATION DUES

[Prior to 8/12/87, Comptroller, State[270]Ch 2]

[Prior to 2/18/04, see 581—Ch 23]

**11—70.1(20) General provisions.** The state of Iowa may extend to recognized employee organizations the right to membership dues deduction upon presentation of dues deduction authorization cards signed by state employees.

*“Employee organization”* means an organization of any kind which includes state employees and which has as its primary purpose the representation of state employees in their employment relationship with the employer.

**11—70.2(20) Membership qualifications for payroll deductions.** Payroll deductions for employee organization dues shall be implemented if the membership includes 50 state employees. To qualify for payroll deduction of membership dues an approved employee organization must have at least 50 state employees as members. In addition, each approved organization must have at least 50 members enrolled in payroll deduction of membership dues. Payroll deduction under this chapter shall cease at the end of the calendar year for an employee organization if the organization has less than 50 state employees participating in payroll deductions as of September 30 of each year.

**11—70.3(20) Prior approval.** All employee organizations eligible under rule 11—70.2(20) shall submit to the director for approval a written application stating when the organization was formed, its purpose, documentation to support the minimum requirements provided for in rule 70.2(20), and the annual organization dues amount per employee. Payroll deductions for approved organizations shall be implemented within three months following the date the written application is submitted.

**11—70.4(20) Annual certification.** After the initial application has been approved, each employee organization shall be required to certify by November 1 of each year the annual dues for the following year and the number of participating state employees as of September 30 of that year.

**11—70.5(20) Limitations.** All eligible employees under this chapter may be limited to having a payroll deduction with only one authorized employee organization at any one time.

**11—70.6(20) Conditions to be met for payroll deduction.**

**70.6(1) When deducted.** The employee’s authorized deduction shall be made from the second pay date of each calendar month.

**70.6(2) Authorization form.** Authorizations to deduct shall be certified by the employee on a form prescribed by the director.

**70.6(3) Minimum amount.** The minimum deduction shall be 25 cents per month.

**70.6(4) Effective date.** Authorization cards received by the appointing authority by the thirtieth day of the month shall be effective the first day of the following month. The deduction amount shall be calculated by dividing the annual dues for the organization by 12. Employees enrolling during a calendar year shall only have dues for that portion of the year remaining deducted through December of that year.

**70.6(5) Authorization cards.** All employee organizations authorized under this chapter shall be required to issue an authorization card to all participating state employees. The authorization cards are to be given to the appointing authority of the department in which the employee works, and are to be filed in the employee’s personnel file in the agency to substantiate the payroll deduction. Any employee in a unit not covered by a collective bargaining agreement wishing to terminate the deduction shall be required to give 30 days’ notice in writing to the appointing authority of the department in which the employee works. Any employee who has authorized the deduction of dues pursuant to a collective bargaining agreement and who wishes to terminate the deduction shall do so in accordance with the provisions of the current agreement.

**11—70.7(20) Letter of authorization.** All employee organizations eligible under this chapter shall send a letter to the director, certified by their executive board, stating the organization name to whom the monthly dues warrant is to be made payable (individuals cannot be used), and the address of the organization where the warrant is to be mailed. The department of administrative services shall mail the monthly payment to each organization within five work days after the second pay date of each calendar month. Supporting documentation shall be limited to a listing of employees and the amounts deducted.

**11—70.8(20) State held harmless.** Employee organizations shall indemnify and hold the state harmless against any and all claims, demands, suits, or other forms of liability which may arise out of any action taken or not taken by the state for the purpose of complying with the provisions of this chapter.

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