

Re: PSAC Union Dues – April 1, 2022

The purpose of this letter is to review the PSAC's dues calculation methodology and procedures for the remittance of union dues, reporting, and other pertinent details.

1. DUES METHODOLOGY

The PSAC's monthly dues are composed of different amounts based on the PSAC's political structure and are also a combination of percentages and flat amounts. The percentage dues are calculated on the first step of a deductee's classification and level. Fixed dues are not pro-rated.

Specific earnings where the application of union dues rates **does** apply include;

- Employee regular pay (including bonuses);
- Overtime (including reporting pay and call back pay);
- All forms of retroactive pay;
- Shift premiums;
- Standby pay;
- Regular sick leave pay.

Specific earnings where the application of union dues rates **does NOT** apply include:

- Isolated Pay and Travel Allowance;
- Severance pay (whether biweekly to increase pensionable service time or in a lump sum either to an RRSP or to the individual directly);
- Pay out of vacation leave entitlements;
- Pay out of accumulated lieu time entitlements;
- Payment made to employees from settlement of grievances (either by way of arbitration, minutes of settlement or granting of it);
- Long-term sick leave (long-term disability or Workers' compensation).

The PSAC's dues rate is 0.9557% plus \$1.00 per member per month. The YEU rate is 0.6541%. As a reminder, the formula to calculate monthly union dues is as follows:

Regular Monthly Dues (PSAC and YEU): 1.6098% + \$1.00 per member per month.

2. REMITTANCE OF DUES AND DEDUCTEE LISTS

Monthly dues deductions should be sent to the PSAC in the month following the deduction month and received by the 15th day of the month following the deduction month.

Payment should also be accompanied by a list of names of the deductees, a unique number identifying each employee, their job classification, and the amount deducted from individual

employees. **The total of the individual deductions must equal the amount of the direct deposit. The information needed to set up direct deposit is attached.**

We also invite you to submit your remittance lists electronically. Our preferred format to receive deductee lists is MS Excel.

We offer two methods of document delivery. You may email your document to our dedicated email address for remittance lists: dues-cotisations@psac-afpc.com. Alternatively, you may send your documents via a secure site which utilizes a secure file transfer protocol (ftp) that uses https, same level of encryption as online banking. If you are interested in utilizing the secure site, the unique URL is the following: <https://ftp.psac.com/dropzone/a8c9061a>

Please communicate with Caroline Bédard, PSAC Membership Dues & Information Officer, at 819-317-1723 or bedardc@psac-afpc.com or by email at dues-cotisations@psac-afpc.com for any additional information.

3. UNION DUES DISCREPANCIES

We remind you that at all times, it is the Union who authorizes corrections to deductions when errors are identified. At all times, please contact the Union prior to performing any adjustments, such as refunds or arrears deductions of union dues.

The PSAC policy on adjustments to union dues is to authorize a maximum adjustment of the equivalent of 12-months' worth of union dues. Only the Union has the purview to authorize any retroactive transaction of Union dues, so we remind the Employer not to unilaterally action any arrears or refund transaction of union dues without first advising the PSAC.

4. OTHER PERTINENT INFORMATION:

- a. **Please include the yearly dues deducted on the employee's T-4 for income tax purposes.**
- b. If you wish to report any changes to an employee's personal data (e.g. name change) or employment data (e.g. classification, level, termination), please indicate those changes clearly on your remittance listing beside the employee's name.
- c. Some collective agreements contain language where amounts are collected on behalf of the PSAC SOCIAL JUSTICE FUND and forwarded to the Union. Please note that funds collected for the PSAC Social Justice Fund are not associated with union dues and any payment must be issued separately from regular union dues. To remit monies deducted for the PSAC Social Justice Fund, you are invited to communicate directly with Laura Avalos at avalosl@psac-afpc.com.

5. ACKNOWLEDGEMENT

Kindly sign this letter and return a copy via scanned-image email to my attention, to confirm that you have received this letter and will apply the above dues deductions procedures **effective April 1st, 2022.**