

Nonmember Service Fees

EFFECTIVE 08/01/2020

PROCEDURE FOR PAYMENT OF REQUESTED DIRECT REPRESENTATION SERVICES BY A NONMEMBER

In accordance with the Internal Union Operating Procedure, as adopted by the Union in 2020, if you are a bargaining unit employee that has opted out of being a dues-paying member or fair-share payer, you are designated as a nonmember. The pay for services procedure adopted by the Henry Ford College Support Staff Association (henceforth referred to as "the Union") establishes that a nonmember will be afforded requested direct representation, provided the nonmember pays the fees determined by the Union as the cost of services.

The fees charged to the nonmember for services are as follows:

- \$200.00 per instance for any investigatory interview in which the nonmember has requested the presence of a union representative. The representation fee shall also be applicable to any form of meeting, interview or contact with an employer representative and/or union representative for which the nonmember has requested assistance from the Union. The fee shall be paid within three (3) calendar days after the initial request for representation. In the event the nonmember declines to accept responsibility for the required fee, the Union shall withdraw from further representation in the matter. In the event the nonmember fails to make payment of the required fee within the three (3) calendar day period, no further representation will be provided until the past due amount is received by the Union. Payment shall be made directly to the local union representative by cash or personal check payable to Henry Ford College Support Staff Association. Upon receipt by the Union of the required fees, a receipt for payment shall be provided to the nonmember.
- \$500.00 for the filing and processing of a grievance through the contractual grievance steps. The filing and processing of a grievance does not create a duty, agreement, or requirement on the part of the Union to pursue the grievance to arbitration. The Union reserves the right to decline pursuit of a grievance to arbitration. The fee shall be paid prior the filing of a grievance. Refusal to pay the required fee shall result in the Union withdrawing from further representation in the matter. The fee shall not be subject to reduction in the event the nonmember discontinues pursuit of the grievance. In such case, the Union reserves the right to determine if any amount of the fee shall be prorated based upon the amount of service provided to the nonmember. Payment shall be made directly to the local union representative by cash or personal check payable to the Henry Ford College Support Staff Association. Upon receipt by the Union of the required fees, a receipt for payment shall be provided to the nonmember.

- The fees for any additional requested representation services, including, but not limited to, an arbitration proceeding, shall be determined by the Union on a case-by-case basis.
- The Union reserves the right to change the amount of fees for specific services as it deems appropriate.
- Should a nonmember choose to become a member or fair-share payer, it is expressly understood that no direct representation services of any kind will be rendered surrounding any incident, possible grievance, unfair labor practice, or any other employment-related matter that occurred before they directed the Employer to deduct membership dues (and initiation fee) or fair-share fees from their paycheck, unless that employee pays the Union the amount it has determined appropriate for those services up-front. Once an employee becomes a member or fair-share payer, they are entitled to all Union services at no additional or up-front costs on any issue that occurred after they authorize membership dues (and initiation fee) or fair-share fees paycheck withdrawal.

NOTICE: It is the policy of the Union that a nonmember will not be denied representation because the nonmember does not pay dues to the Union. To the contrary, the Union will provide representation for services requested by the nonmember, provided the nonmember pays the designated fees for the direct services, as established by the Union.

Respectfully,
HFC-SSA Executive Board