

31.01.06 State Employee Organization Membership Fees



Reviewed [December 11, 2015](#)

Next Scheduled Review: December 11, 2020

Click to view [Revision History](#).

Regulation Statement

If requested by a state agency employee, state agencies are required to make payroll deductions for payment of employee membership fees in eligible state employee organizations.

Reason for Regulation

This regulation provides guidance for the administrative application of membership fees.

Definitions

Click to view [Definitions](#).

Procedures and Responsibilities

1. GENERAL

Participation by The Texas A&M University System (system) employees in state employee organizations is voluntary and will not affect the employment status of any employee choosing to participate. Chapter 617 of the Texas Government Code prohibits system officials from entering into collective bargaining contracts with labor organizations representing public employees and from recognizing labor organizations as bargaining agents for such groups.

2. PROCEDURES

2.1 A system employee may authorize one or more monthly deductions from the employee's salary or wages to pay membership fees to eligible organizations. Under certain conditions, the fees may be paid directly to a chapter or other subordinate unit of the eligible organization.

- 2.1.1 If the employee receives payment on the first working day of the month, the deductions must be made from that payment. If the employee does not receive a payment on the first working day of the month, the employer may designate the payment from which the deduction will be made.
- 2.1.2 The authorized deductions may be made only once each month. This includes biweekly and monthly payrolls.
- 2.1.3 Each authorized deduction must be calculated so that the total annual fee to be paid is spread evenly over 12 monthly deductions or over the months the employee will be paid. The eligible organization is responsible for calculating the deduction amount and for instructing the employee on completing the deduction form.

2.2 Authorization Forms

- 2.2.1 An eligible organization may provide authorization forms to employees for enrollment in the organization. Within 15 calendar days after receiving the completed forms from the employees, the eligible organization will present the completed forms to the employing agency.
 - 2.2.2 An employee may authorize a change in the amount to be deducted by properly completing an authorization form and submitting the form to the affected eligible organization.
 - 2.2.3 An employee may authorize an automatic change in the amount of the deduction if the eligible organization makes a change in the amount of the membership fee. If such a change is made by the eligible organization, the organization must notify the State Comptroller at least 60 calendar days before the first working day of a month for which the change is to be effective.
 - 2.2.4 A separate authorization form will be used for cancellation of the deduction. The employee may cancel at any time by using the form or by sending a letter of cancellation directly to the employing agency.
- 2.3 In order for a deduction to be effective for the month designated by the employee, the form must be received by the agency by the first of the month. If the form is not received by that time, the agency will not be required to make the deduction effective until the following month. No authorization forms will be accepted during December.
- 2.4 State employee organizations may be charged administrative fees by the employing agency.

Related Statutes, Policies, or Requirements

[Tex. Gov't Code § 617.002 Collective Bargaining by Public Employees Prohibited](#)

[Tex. Gov't Code § 659.1031 Deduction of Membership Fees for Eligible State Employee Organizations](#)

[Approved State Employee Organizations for Membership Fee Deduction](#)

Member Rule Requirements

A rule is not required to supplement this regulation.

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