TO: [ASSOCIATION PRESIDENT NAME]

 [ASSOCIATION NAME]

FROM: SUPERINTENDENT OF SCHOOLS

DATE: [INSERT DATE]

RE: REQUEST FOR INFORMATION

The District requests copies of the signed dues authorization forms for all members of the \_\_\_\_\_ bargaining unit in order to confirm that our employees have agreed to the payment of union dues. This request is being made in accordance with the requirements under New York State Law and following the Supreme Court’s decision in *Janus v. AFSCME*.

The *Janus* decision specifically mandates that before union dues can be taken from any public employee, the employer must have “clear and compelling” evidence that the employee consented to the dues deduction. To ensure that only employees who have authorized such payments have union dues deducted, the District must have copies of signed authorization forms.

The forms are not currently in the District’s possession. The District has not maintained these forms. In the past, the union has notified the District whether the employee is a union member or an agency fee payer. However, in light of the *Janus* decision, this process will no longer suffice.

Under the terms of the contract between the District and the bargaining unit, authorized dues deductions are made for employees who have signed the appropriate dues deduction authorization form. This is consistent with the provisions of the Taylor Act, Section 208-1, which states:

1. A public employer shall extend to an employee organization certified or recognized pursuant to this article the following rights:

(b) to membership dues deduction, upon presentation of dues deduction authorization cards signed by individual employees.

To ensure that the District complies with the *Janus* decision, as well as the provisions of the Collective Bargaining Agreement and the Taylor Act, the District requests copies of the unit member signed authorizations forms. The documents can be sent to the District in either hard copy or electronic format. Any confidential information, such as social security numbers, can be redacted.

Please provide copies of the signed authorizations to my office by August \_\_\_, 2018. After a review of the forms, the District will process dues deductions for your bargaining unit members who have provided authorization. If you do not provide the deduction authorization paperwork, the District will cease deducting union dues or fees from the paychecks of your members until the proper dues deduction authorization is received.

Thank you for your time and attention to this matter.