

Fair Share Service Fee

Request Procedures: Request for Reduction of Fair Share Service Fee

Introduction:

The purpose of filing a *Request for Reduction of Fair Share Service Fee (Request)* is to object to paying the non-chargeable expense proportion of the All Faculty Association (AFA) Fair Share Service Fee as determined by the independent auditor. The objective is: 1) to prevent the deduction of the portion of the Fair Share Service Fee that represents the non-chargeable proportion of AFA's expenses from your future paychecks, and 2) to receive a refund of any money collected for non-chargeable expenses that may have been deducted from any paycheck issued after the receipt of the *Request*, if that next paycheck has already been processed by the Payroll Department. Refunds or reductions are only available to non-members who file a *Request* in writing within the specified time period during the current term of employment.

Request Procedures:

1. Each year the All Faculty Association shall send a *Notice* to non-members informing them of its determination of the Fair Share Service Fee.
2. Included with this *Notice* shall be a detailed written description of the expenditures of AFA, including the delineation of which expenses are "chargeable" and which are "non-chargeable." This information shall be verified by a Certified Public Accountant.
3. A statement of anticipated proportion of chargeable and non-chargeable expenses for the following year shall be made, based on the actual expenditures made during the previous (audited) year.
4. Non-members who object to paying the non-chargeable portion of the Fair Share Service Fee may request a reduction in that fee by filing a *Request for Reduction of Fair Share Service Fee* by the date specified on the *Notice*. A minimum of 30 days from the date of the *Notice* will be provided before the specified date. The *Request* must:
 - be in writing;
 - be directed to the President of AFA;
 - include your name, address, social security number, and signature;
 - state your objection to paying the non-chargeable portion of the Fair Share Service Fee, and
 - be sent by certified mail or delivered in person to the AFA office by the specified deadline.
5. Within 15 days after receipt of the *Request*, AFA shall instruct the Payroll Department to reduce the amount of the monthly automatic payroll deduction for all future paychecks to the rate that reflects only the chargeable portion of the Fair Share Service Fee. In addition, AFA shall refund the amount of the non-chargeable portion of the Fair Share Service Fee that has been deducted, during the current term of employment, from any paycheck issued after the receipt of the *Request*, if that next paycheck has already been processed by the Payroll Department.
6. Within 15 days after receipt of the *Request*, AFA shall notify you in writing of the actions taken, as described above in Item #5.
7. You may withdraw a *Request* at any time. Otherwise, your *Request* will remain in force for the duration of your employment at SRJC.