

AGENCY SHOP FEE AGREEMENT

This form must be completed by all employees except those in the Managerial Pay Plan, Original Jurisdiction titles, and those employees specifically excluded from collective bargaining by decisions of the Office of Collective Bargaining.

NOTICE TO EMPLOYEE

Under an act passed by the New York State Legislature and by agreement between the City and municipal employee unions, bargaining unit employees who are not union members are subject to a deduction from their salary in an amount equal to the dues payable by a union member.

EMPLOYEE AFFIRMATION

I have been informed that I have the right to join or refrain from joining the union certified for my title. I understand that if I refrain from joining I will be subject to an Agency Shop Fee deduction which shall be an amount equivalent to the amount of dues payable by a union member.

Employee's Signature _____ Date _____

TO BE FILLED OUT BY AGENCY

NOTICE TO UNION

Please be advised of the appointment or change in status of the employee as indicated below:

Employee Name: _____ Social Security Number: _____ Check Digit:

Title: _____ Check one Assigned: Automatically
 Manually

(List plan assigned)

Payroll No.: _____ Title Code No.: _____

Agency Address: _____ Agency Clerk: _____ Phone #: _____

Name of Union: _____

To the Union: If the deduction plan was assigned incorrectly, submit correction to the Organizational Dues Unit, Office of Payroll Administration.

*FORWARD TO THE APPROPRIATE UNION
**MAINTAIN A COPY IN THE EMPLOYEE'S PERSONNEL FILE