

ARTICLE 5 - UNION RIGHTS

1. **Use of Facilities.** The Tallahassee Community College (TCC) Chapter of the United Faculty of Florida (UFF) (TCC/UFF) shall have the right to use College facilities on the same basis as other groups in the community.
2. **Dues Deductions.** The College and UFF hereby agree to the deduction and remittance of UFF membership dues and uniform assessments.
 - A. **Procedure.** During the term of this Agreement, the College agrees to deduct Union membership dues and uniform assessments, if any, in an amount established by the Union, from the pay of those employees in the bargaining unit who individually and voluntarily make such request on a written check-off authorization form.
 - i. **Commencement of Deduction.** Deductions shall be made beginning with the first full pay period following receipt by the College Human Resources Office of a valid check-off authorization form.
 - ii. **Notice of Changes.** UFF shall give written notice to the College of any changes in its dues or uniform assessments at least forty-five (45) calendar days prior the effective date of any such change.
 - iii. **Dues Deduction Amount.** UFF dues are one percent of Faculty base pay. In the event of a change in a Faculty member's base pay, the deduction amount shall be adjusted to match one percent of the new base pay.
 - iv. **Remittance.** The dues and uniform assessments deducted, if any, shall be remitted by the College to the UFF within thirty (30) calendar days following the end of the pay date.
 - v. **Termination of Deduction.** The College's responsibility for deducting dues and uniform assessments, if any, from an employee's salary shall terminate automatically upon either, (1) thirty (30) calendar days following receipt by the Human Resources Office of a written notification from the employee revoking that employee's authorization of deductions, or (2) the discontinuance of the authorizing employee's status within the bargaining unit. The College will provide notice to the Union of any written notification revoking an employee's authorization of deductions within seven (7) days of when it is received by the College.
 - vi. The College shall not deduct any UFF fines, penalties, or special assessments from the pay of any employee.
 - vii. **Insufficient Pay.** In the event an employee's salary earnings within any pay period are not sufficient to cover dues, it shall be the responsibility of the Union to collect its dues for that pay period directly from the employee.

- B. **UFF Responsibilities.** UFF assumes responsibility for all monies deducted under this Agreement and remitted to UFF. UFF shall promptly refund to the College excess monies received under this Agreement.
3. **Access to Information.** The College agrees to make available to the Union records of the College if requested and permitted pursuant to the provisions of Chapter 119, Florida Statutes. At the beginning of each fall and spring semester, the College shall provide the Union with a list of all members of the bargaining unit, and each one's home address (unless exempt under Chapter 119), division in which they work, title, annual salary, email address, and telephone number. Once per month, the College shall provide the Union with the UFF-TCC payroll deduction report. All requests for information shall be responded to in accordance with the College's procedure for public records requests.
 4. **Access to Bulletin Boards.** The College agrees to provide the Union with existing bulletin board space in those campus areas where notices to Faculty are normally posted by the College. Notices or documents to be posted by the Union must be related to official Union business and initiated by an officer in the Union.
 5. **Access to College Mail Services.** The Union shall have the right to use the College mail and email service, including Faculty mail boxes, for UFF/TCC communications to employees, provided that the documents to be transmitted are not prohibited by the Private Express Statutes, and with the further understanding that the College's normal mail and email services operation will first be performed in cases where an overload occurs as a result of UFF/TCC mail use requests. The Union agrees to comply with all established rules and procedures for the use of these systems.