



UNITED STEELWORKERS LOCAL 1-1937 DUES PROCEDURE GUIDELINES

Attention: Payroll Department

For your information, please find outlined below the proper procedure to follow when remitting **union dues and initiation fees to this Local Union:**

1. **Union Dues:** Must be remitted at the end of each month and submitted to our Courtenay Office at 202 – 1509 Cliffe Ave, Courtenay, BC V9N 2K6. Remittances are to be received in our office **no later than the last day of the following month.** *Please note that there is a 15% late payment fee for any Union dues received late.* Also, ensure that the month the dues represent is clearly recorded on the remittance form.
 - *Employees who work six (6) or more days in a calendar month are required to pay the full dues rate.*
 - *Employees who work one (1) to five (5) days in a calendar month are required to pay the partial dues rate.*
 - *Employees who work zero (0) days in a calendar month are not required to pay dues.*
2. For Employees who are previous Members of United Steelworkers, union dues are required immediately.
3. **Employees who are new to the United Steelworkers, Union dues are required immediately and an initiation fee is to be deducted once the employee has reached their fifth (5th) day of employment.**
4. If any employee has not paid union dues for a period of twelve (12) months or longer, they must pay a re-initiation fee upon return to work unless they still have seniority retention with your company, or produce a withdrawal card. **This amount should be automatically deducted and remitted by the company.** For those Members who have been on W.C.B., Health & Welfare, Long Term Disability, maternity, parental or other approved Leave of Absence, the re-initiation fee is waived, and should not be deducted.
5. **Nil Reports:** For each complete month your company does not operate, please submit a dues remittance sheet stating a nil report, as well as the reason for not working.

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6. **Check-Off Slips:** Must be submitted to the Local Union office within 15 days of hiring an employee and submitted to our Port Alberni area office 4904 Montrose St. Port Alberni, BC V9Y 1M3, phone 250-724-0171. The check-off should reflect the date of hire, not the date the employee completes the form. If an employee is off work due to W.C.B., Health & Welfare, Long Term Disability, Maternity/ Parental or other approved Leave of Absence they are not required to complete a new form upon return to work.
7. **Refunds:** Are **NOT** to be issued by the company for dues that have already been remitted to the Local Union. The Local Union will refund the Member directly, if necessary.
8. **Status:** When an employee is Terminated, Quit or Retires the company **must** provide the **date** the employee last worked and record the applicable code in the column provided on the remittance sheet.

When an employee is off work due to Health & Welfare, LTD, W.C.B., Leave of Absence, Lay-Off, Maternity/Parental Leave or Vacation the company **must** provide the **date** the employee last worked and record the applicable code in the column provided **on each and every remittance sheet until they return**. Upon return to work, the **return date must** be provided.

Also, please note that full dues are required during the month(s) employees are off on vacation; this is to be paid once the employee has returned to work.
9. **Addresses:** The Company should provide the Local Union with any address changes for their employees.
10. **Casual/Weekend Clean Up:** An initiation fee is required **thirty (30) calendar days** after the date of hire. Union dues are to be paid based on the number of days worked during each month.

We trust that you will find the above in order, however, if you have any questions regarding this correspondence, please do not hesitate to contact our office.

Yours Truly,



Pat Kinney, Financial Secretary
United Steelworkers, Local 1-1937
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