

## Membership Categories/Status Explained

Membership Category/Status	Also Called	PSEA and NEA Benefits	Access Benefits Card	Allowed to vote?	Allowed to hold elected office? (Campus or state level)	Website Access	Campus Listserv Participant
<b>SCUPA/PSEA/NEA Member</b>	Full dues-paying MEMBER; Annual Member; Union Member	YES All rights & benefits	YES	YES	YES	All areas of PSEA and SCUPA websites	YES
<b>Bargaining Unit Member</b> charged a fee to cover the cost of representation.	Fair-Share PARTICIPANT; Non-Member	NO	NO	NO	NO	Public areas only , <i>both sites</i>	NO

## How to Become a Member of SCUPA/PSEA/NEA

**For NEW employees:**      **Within the first 2-weeks of employment:** the Campus President/Campus Membership Chair:

- **Meets** with all newly-hired employees to discuss what SCUPA/PSEA/NEA does and the importance and benefits of membership.
- **Secures** the employee's membership choice: must elect either **Full Member** OR **Fair-Share Participant**
- **Assists** the new employee in completing both membership forms.

**For Current Fair-share Participants:**

Fair share participants (FSPs) may elect to become full members at any time. Do not rely on them to come to you; instead, contact FSPs periodically to reconnect with them to determine interest in joining as members. Assistance in recruitment efforts is available through your PSEA COP. SCUPA funds are available to help with membership drives.

## The Membership Year

A 12-month period beginning September 1 and ending August 31.

## Membership Enrollment Paperwork

Each employee completes two forms: the PSEA/NEA Enrollment Form and the Dues Deduction Form. Each campus President/Campus Membership Chair collects both forms from each new member and sends them to the following:

**PSEA/NEA Enrollment Form.....all copies** go to the SCUPA Membership Chair to sign and process.

**Dues Deduction Form ...WHITE** copy to your Campus Human Resources Office (to start dues-deduction)

...**YELLOW + PINK** copies to the SCUPA Membership Chair

**NOTE-1:** The SCUPA Membership Chair will sign & process these forms and send copies of each to the new member along with a welcome letter and packet of information from SCUPA/PSEA/NEA.

**NOTE-2:** Do not keep the member copies of these forms. They will be returned to the member by the SCUPA Membership Chair once the paperwork has been properly processed.

## Dues

**Full Members** may elect to satisfy their dues obligation in one of two ways: (a) send a check for the full amount to the SCUPA Treasurer, or (b) participate in payroll dues deduction. Most opt for dues deduction. Full member dues deduction takes place from the first full pay period in September for 20 pay periods (until June).

**Fair-share participants** receive a Hudson Notice from PSEA in the fall semester, explaining why representation fees are being deducted from their pay. Their deductions begin in January and continue for 10 consecutive pay periods (until June).

**Missed Dues Deduction** Sometimes the dues deduction process is initiated late (if someone joins as a member after September) and draws are missed. If this is the case, the SCUPA Treasurer will send a letter to the member indicating which dues draws were missed and collect payment from the member by check. Some universities have the ability to deduct the missed dues from an employee's next pay period. This appears on the member's paystub as SCUPA DUES ADJ (SCUPA dues adjustment). Check with your campus HR office to see if this is an option.

## Membership Enrollment Periods

<b>Annual Membership Drive</b> After deduction ends, before next cycle begins (June, July, August)	Complete both the Enrollment Form and the Dues Deduction Form during this time period, so Member dues deduction begins with the first draw in September.
<b>Fall Enrollment</b> Forms turned in during the months of (September, October, November & December)	<u>New Hires:</u> Owe dues from September, forward. <u>Current Fair-Share becoming a Full Member:</u> Owe dues from September, forward.
<b>Spring Enrollment</b> Forms turned in during the months of (January, February, March, April, May)	<u>New Hires:</u> Owe dues from January, forward. <u>Current Fair-Share becoming a Full Member:</u> Owe dues from SEPTEMBER, forward. Send a personal check to make up the difference OR contact your own payroll office to set up the SCUPA DUES ADJ (dues adjustment).

## 2008-2009 Dues

<b>SCUPA/PSEA/NEA Member</b>	PSEA ----\$ 417.00 NEA -----\$ 158.00 SCUPA---\$ 91.00 .....no change from the past 3 + years <b>TOTAL --\$ 666.00 (Per Pay--\$ 33.30)</b>
<b>Bargaining Unit Member (Fair-Share Participant)</b>	Determined in October/November based on information provided from the financial audit. Hudson Mailing notification is sent by PSEA twice a year; once in the fall semester (with dues deduction beginning in January) and again in late February (for those spring hires not yet identified in fall) with dues deduction beginning in April for Fair-Share Participants.

## Questions?

<b>SCUPA Membership Chair</b>	Diana Brush                      (O) 814-393-2323 <a href="mailto:dbrush@clarion.edu">dbrush@clarion.edu</a>
<b>SCUPA Treasurer</b>	Kathy Kollar Valovage      (O) 570-389-4112 <a href="mailto:kkollar@bloomu.edu">kkollar@bloomu.edu</a>